

PERIODICAL ROOM  
GENERAL LIBRARY  
UNIV. OF MICH.

# THE LIBRARY JOURNAL

**TWICE-A-MONTH**

FOUNDED 1876

**MARCH 15, 1924**

MONTHLY IN JULY AND AUGUST

VOL. 49, No. 6

## TABLE OF CONTENTS

A QUARTER CENTURY AT THE NATIONAL LIBRARY .....	261
ANNUAL <i>versus</i> BIENNIAL CONFERENCES OF THE A. L. A.—A SYM- POSIUM .....	266
<i>Frank P. Hill—Harry L. Koopman—William E. Henry— William R. Watson—Elizabeth Howard West—Julia A. Robinson—Arthur E. Bostwick—Dorsey W. Hyde, Jr.— Clement W. Andrews—Caroline M. Hewins—Milton J. Ferguson—Clarence B. Lester</i>	
OUTSTANDING CURRENT BUSINESS BOOKS .....	Ethel Cleland 271
THE LAZIEST MAN'S TABLE .....	278
DRAWING THE LINE IN LIBRARY EXTENSION .....	Mary Frank 279
LABOR BANKS IN THE UNITED STATES—A SELECTED LIST OF REFER- ENCES .....	Laura A. Thompson 281
THE PUBLIC LIBRARY BUILDING PLAN .....	283
EDITORIAL NOTES .....	287
CURRENT LITERATURE AND BIBLIOGRAPHY .....	288
AMONG LIBRARIANS .....	290
IN THE LIBRARY WORLD .....	292
RECENT BIBLIOGRAPHIES .....	292
LIBRARY OPPORTUNITIES .....	296

**R. R. BOWKER CO. NEW YORK**

Published—Semi-monthly, September to June inclusive; Monthly in July and August—at 62 West  
45th Street, New York. Entered as 2nd class matter June 18, 1879, at the Post Office at New  
York, N. Y., under act of March 3, 1879. \$5 a year; 25c. a copy. Copyright, 1924

# An Aid to the Librarian's Service to Children

My BOOK HOUSE is not urged upon librarians for general library circulation. Its place is in the home.

However, many libraries have found it to be of great value in the children's department.

My BOOK HOUSE does deserve examination by every librarian and may be recommended without reservation to every home with children.

## MyBOOKHOUSE

*A Foundation for the Reading Habit*

My BOOK HOUSE is not a child's library. Nothing can take the place of wisely chosen individual books.

Here is where My BOOK HOUSE renders important aid to the librarian. My BOOK HOUSE creates a taste for reading. It develops in the child the ability to choose with discrimination so that the library he builds will be a worthy one.

Thus it supplements the influence of the library, by its influence in the home. It prepares the child for a proper appreciation of the library and right use of its facilities.

My BOOK HOUSE consists of six volumes, a total of 2560 pages. Every selection is made for its interest to the child as well as for its literary merit and ethical soundness. It attracts children by its many illustrations in color, its beautiful printing and binding, its very size.

To librarians wishing to know more of this work in order to form an unbiased judgment as to its right to a place in every home, we shall gladly send full descriptive literature. No obligation of any kind will be incurred by your request.

**The BOOK HOUSE for CHILDREN**  
360 NORTH MICHIGAN AVENUE CHICAGO



*"The Child Who Reads  
is the Child Who Leads"*



## *New Stokes Books Suited to Library Use*

### **MAKING BUSINESS ADVANCEMENT SURE**

By **WILLIAM M. JACKSON**

A relief from the usual smug advice to young workers, these fifty vigorous talks by the personnel manager of a metropolitan newspaper contain clear-cut suggestions as to how ambitious workers can get the most from their present jobs and make advancement to bigger ones sure. *\$1.50*

### **THE LIFE OF ROBERT LOUIS STEVENSON**

By **ROSALINE MASSON**

*Author of "I Can Remember Robert Louis Stevenson"*

"Unquestionably better and more complete than any other Life of R. L. S.," says Clayton Hamilton, author of "On the Trail of Stevenson," of this vivid, distinctly readable biography whose interest is by no means confined to lovers of R. L. S. "Miss Masson's book," says Mr. Hamilton, "presents a more rounded and more acceptable image of Stevenson than was offered a score of years ago by Sir Graham Balfour." *Illustrated. \$3.00*

### **CONTEMPORARY BRITISH DRAMATISTS**

"Coming upon this group of British plays can be compared to coming upon a bright, bubbling stream in the midst of a burning desert," says the *Chicago Evening Post* of the first four volumes in this new series of plays by living British dramatists. The volumes ready are: *Exodus*, by H. F. Rubinstein and Halcott Glover; *The Conquering Hero*, by Allen Monkhouse; *Midsummer Madness*, by Clifford Bax, and *What's Wrong with the Drama?* by H. F. Rubinstein. *Each, \$1.50*

### **THE DAILY FIVE MINUTES**

By **J. P. MULLER**

A practical system of ten daily exercises, requiring only five minutes, perfected by the famous Danish physical director. Invaluable to business men and women, students, etc. *Fully illustrated. \$1.00*

### **THE GREEN BAY TREE**

By **LOUIS BROMFIELD**

In its nearest aspect this is a story of two American sisters, vividly and truthfully contrasted, yet inexorably involved in each other's destiny—one beautiful and lawless, the other her opposite. In its larger significance it is an epic of American family life, a book of amazing force, truth and beauty. *March 29. \$2.00*

### **I, THE KING**

By **WAYLAND WELLS WILLIAMS**

*Author of "Family," etc.*

The story of a man who had money and didn't know what to do with it; of a man who found he was happiest when responsible for the happiness of others. An interesting story of popular appeal. *\$2.00*

### **THE OWLS' HOUSE**

By **CROSBIE GARSTIN**

A real man's book—but women, too, may like it, you never can tell! Here are adventure, romance and excitement: smuggling, wrecking, gypsies, pirates, fighting—and lovenaking. *4th Printing. \$2.00*

### **THE EDUCATION OF PETER**

By **JOHN WILEY**

Peter goes to college equipped with practical advice on how to "get on," conscientiously bestowed by a successful older brother. The advice doesn't fit because Peter is not like his brother. A novel for anyone interested in American young people. *\$2.00*

*Coming late in March: Table Decorations for All Occasions*, by Edna Sibley Tipton; *The Boyhood of Edward MacDowell*, by Abbie Farwell Brown; *The Policewoman: Her Service and Ideals*, by Mary E. Hamilton, and a New and Revised Edition of *Home Furnishing: Practical and Artistic*, by Alice M. Kellogg.

# SHAW BUSINESS BOOKS

## SOME RECENT PUBLICATIONS

### Principles of Advertising

By DANIEL STARCH, Ph.D.

Graduate School of Business Administration, Harvard University

AS far as practically possible at the present time, the author, a long-recognized authority on advertising, has developed in this book scientific methods for dealing with the problems of advertising. All of the methods recommended have built up the effectiveness of ad-

vertising and increased returns.

*Principles of Advertising* shows why some campaigns have failed and why others have succeeded. It discusses at length national advertising, retail advertising, foreign advertising and financial advertising. 998 pages. Cloth. Net, \$5.

### Personnel Management

By WALTER DILL SCOTT

President of Northwestern University; formerly President of The Scott Company, Consultants and Engineers in Industrial Personnel; Director of Committee on Classification of Personnel in the Army;

and ROBERT C. CLOTHIER

Formerly Employment Manager of the Curtis Publishing Company; Member of Committee on Classification of Personnel in the Army; Vice-President of The Scott Company.

IN this new book the authors trace the historical development of the personnel movement and the rise of the idea that a vital productive force lies in the proper utilization of the special aptitudes of individual workers. The methods, scientific tests and instruments employed by forward-thinking

concerns in determining these special aptitudes and utilizing them to the best advantage in economical operation are described in detail. And, in addition, the authors have presented, in this volume, a graphic delineation of well set-up personnel control. 656 pages. Cloth. Net, \$4.

### Applied Business Finance

By EDMOND E. LINCOLN, M.A. (Oxon.) Ph.D.

Chief Statistician, Western Electric Company, Inc.; Sometime Assistant Professor of Finance, Graduate School of Business Administration, Harvard University.

OUTLINES the principles of financing which actually arise from day to day in the operation of the average business concern. The entire book is devoted to those principles of financing which apply in the small and medium sized concerns, incorporated or unincorporated, as well as those principles common to all concerns, whether large or small.

The problems of financing are specifically studied in relation to construction, purchase, production, distribution and consumption of goods and the whole field of business activities. They are very definitely linked up with the changes in the Business Cycle. Most important, the long time outcome of various financial policies is particularly emphasized. 772 pages. Cloth. Net, \$4.



Published by

A. W. SHAW COMPANY

CASS, HURON AND ERIE STREETS

NEW YORK

CHICAGO

LONDON



## *Books for the Business Man*

### **THE INDUSTRIAL WORKER**

**Norman Ware**

This book portrays the social and economic conditions underlying the industrial revolts of the 40's, interpreting the purposes of those involved and the reforms that resulted. \$2.50

### **RAILWAY RATES AND COST OF SERVICE**

**Owen Ely**

A brilliant summing up of present-day railway rate difficulties that clears up present inconsistencies and develops a broad and practical theory of the cost of service. \$2.00

### **A THEORY OF CONSUMPTION**

**Hazel Kyrk**

"A stimulating and thought-provoking treatment of a hitherto little discussed field of economics."—*Chicago Eve. Post.* \$2.50

### **REGULATION AND THE MANAGEMENT OF PUBLIC UTILITIES**

**Charles Stillman Morgan**

Can there be a strict limitation of the return which the capital and management engaged in the furnishing of public utility service received, and yet a high degree of productive efficiency? This problem forms the basis of Mr. Morgan's illuminating analysis. \$2.50

*Hart, Schaffner & Marx  
Prize Essays in Economics*

### **MONEY**

**William Trufant Foster and Waddill Catchings**

"I have read it with absorbing interest. It is admirable."—*Reginald McKenna.* \$3.50

### **COSTS AND PROFITS**

**Hudson Bridge Hastings**

"No one interested in the business cycle can afford to neglect this book."—*N. Y. Post.* \$2.50

### **CYCLES OF UNEMPLOYMENT**

**William Arthur Berridge**

"No better information concerning the state of the labor market is available."—*New York Times.* \$1.25

### **THE MAKING OF INDEX NUMBERS**

**Irving Fisher**

\$7.50

*In preparation*

### **BANK CREDIT AND BUSINESS CYCLES**

By **O. M. W. Sprague**

### **PROFITS**

By **William T. Foster and Waddill Catchings**

### **SOCIAL CONSEQUENCE OF BUSINESS CYCLE**

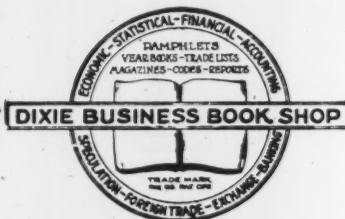
By **Maurice B. Hexter**

### **THE PROBLEM OF BUSINESS FORECASTING**

By **Drs. W. M. Persons and Wm. T. Foster**

*Published under the auspices of  
the Pollak Foundation for  
Economic Research.*

*Houghton Mifflin Company*



## A Bibliography of 2,700 Business Books

TOGETHER WITH TWO SUPPLEMENTS

BROUGHT UP TO DATE

*Listing Altogether About*

## 4,500 Different Titles

SENT FREE UPON REQUEST

THE DIXIE BUSINESS BOOK SHOP is the only specialist exclusively retailing books pertaining to business economics of all publishers, in all languages, new, out of print and second hand.

Books which we carry in stock will be sent on approval to any library or individual in the United States.

To libraries we offer a specialized knowledge which cannot be had from a general book store. We deal with all of the larger institutional libraries of a financial character and understand their requirements.

Our business is not only to sell books, but also to buy from libraries such duplicate material as they wish to dispose of which comes within our classification of business economic subjects.

We specialize in prompt service and immediate reports. Our field covers the following classifications:

Accounting	Dictionaries	Management
Advertising	Economics	Marketing
Banking	Efficiency	Organized Markets
Business Biography	Finance	Prices
Bond and Interest Tables	Foreign Exchange	Public Finance
Business Cycles	Foreign Trade	Railroads
Business Letters	Foreign Economics	Salesmanship
Commercial Law	General Business	Secretarial Aids
Commodities	Industrial Problems	Sociology
Corporations	Insurance and Real Estate	Speculation
Credits and Collections	Investment	Tariff and Taxation
	Year Books	

*Ask for Special Bibliography B-10*

### DIXIE BUSINESS BOOK SHOP

140 Greenwich Street, New York

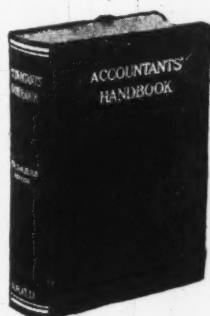




# RONALD

Publications on Business

## Three Standard Reference Manuals of Permanent Value



### *The* ACCOUNTANTS' HANDBOOK

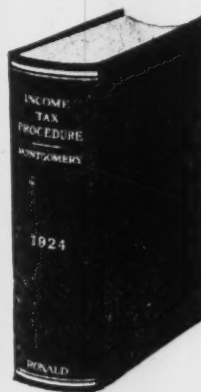
The first in its field, it assembles basic data on all subjects the accountant meets in his daily work. Covers adequately not only accounting, but also finance, management, law, banking, office methods, and allied activities as the accountant must know them. Will be in permanent demand for it is universal in its usefulness and standard in authority. 33 sections, 1675 pages. Flexible binding, gilt edges. \$7.50

### CORPORATION PROCEDURE

The standard manual on every conceivable question of procedure in handling corporate affairs, from each of three aspects—law, finance, and accounting. 267 corporate forms—the most complete collection ever assembled in one volume. The court of last resort for corporate information. 1689 pages. \$10.00

### Montgomery's INCOME TAX PROCEDURE 1924

For eight years, in its successive annual editions, this has been accepted as the one complete, reliable tax service in a single volume. Its reference value is permanent, for in the countless cases where the government questions returns, Montgomery's manual for that year must be consulted. 1750 pages. \$10.00



### MANAGEMENT and ADMINISTRATION

Published monthly for executives making good on big jobs. A magazine that will be called for by the highest type men who come into your library. Make sure that you have it on file.

## THE RONALD PRESS COMPANY

20 Vesey Street

Publishers

New York



## Books for the *Business Man*

### **The Hobo**

By Nels Anderson  
\$2.50, postpaid \$2.60

### **The Negro in Chicago**

\$4.00, postpaid \$4.15

### **The New Testament**

An American Translation  
By Edgar J. Goodspeed  
\$1.50, \$2.50, and \$3.00  
Postage 12 cents extra

### **Boss Platt and His New York Machine**

By Harold Gosnell  
\$3.00, postpaid \$3.10

### **Syllabus of American Literature**

By William T. Hastings  
75 cents, postpaid 78 cents

### **DUMPING: A Problem in International Trade**

By Jacob Viner

A historical account of dumping, its economic effects, its relation to the question of unfair competition, and available methods of controlling its abuses.

\$3.00, postpaid \$3.12

### **RISK AND RISK-BEARING**

By Charles O. Hardy

A connected and thorough treatment of the elements of uncertainty in business enterprise.

\$3.50, postpaid \$3.60

### **THE ECONOMICS OF OVERHEAD COSTS**

By J. Maurice Clark

Analyzes the complicated problem of overhead costs and probes for the theoretical principles which will aid in its solution.

\$4.00, postpaid \$4.15

**THE UNIVERSITY OF CHICAGO PRESS**

5956 Ellis Avenue

Chicago, Illinois

## THE COAL CATALOG

is a reference work on all coals and coal mines in the United States. It supplies full and complete information on the various coal seams and mining districts in each of the 24 coal producing states of the Union. It furnishes a clear idea as to the differences in the ranks and structures of coal, the requirements for each industrial use, how coals differ by seams and localities and their comparative values. Close to 4,000 analyses of coal are given and also an extensive table showing the fusion point in the ash of coals mined in each state.

Articles are included on the geology of coal, sampling and analysis, purchase of coal by the specification method, preparation and storage of coal, the export trade, the strip mining industry, description of the various kinds of coke and the methods of manufacture, etc., etc. A large number of maps are included and a variety of lists useful for ready reference.

Each state has its own DIRECTORY OF COAL MINES. This is very complete, giving such essential information on each operation as the names of officials, addresses, railroad connections, shipping point, seam worked, equipment used underground and on tipples, sizes of coal shipped, yearly capacity, etc. All information in the DIRECTORY is gathered by direct correspondence with coal mines throughout the United States and Canada.

The price of the COAL CATALOG is \$15. If purchased on a five-year subscription plan, the price is \$10.00.

**Keystone Consolidated Publishing Company**

800 Penn Avenue, Pittsburgh, Pa.

## MOODY'S Rating Books for 1924

John Moody's four annual volumes have for fifteen years been regarded as the standard publications dealing with corporation facts and security values. All in all they contain upwards of 8,000 pages, furnish full information, statistics and financial statements on 10,000 companies, and describe, analyze and rate in accordance with investment value more than 50,000 bond and stock issues of all classes.

The 1924 editions are now being published, the four volumes being as follows:

**Governments and Municipals**  
**Public Utilities**  
**Industrials**  
**Railroads**

*The usual prices will prevail: \$80 the set or \$20 for individual volumes. For prompt delivery orders should be entered at once.*

Moody's Rating Books are the only books published by John Moody, and they are not consolidated with any other manuals. Recognized as authoritative, they should be at the disposal of investors in every library.

Write us for details of our special Book and Service combination offer to libraries.

## MOODY'S Investors Service

JOHN MOODY, President

35 Nassau Street, New York

BOSTON  
PHILADELPHIA

CHICAGO  
LOS ANGELES

## Business Building Books



These books represent the collective experience in their respective fields. The business man who attempts to do business by the trial and error method will soon become as rare as the physician or lawyer who tries to practice without proper preparation.

The ever increasing demand for our business publications proves that a good book may take the place of costly personal experience. The business man who systematically utilizes the experience of others saves time and money.

**Constructive Collecting.** By R. J. Cassell, Credit Manager, Grinnell Brothers, Detroit. Five hundred pages of real collection ideas. Especially adapted to the problems of the retail merchant and installment houses. Cloth, \$5.00.

**Business Letter Writing.** By Alexander M. Candee, Advertising Manager, National Enameling and Stamping Company, Milwaukee. A book for the independent thinker—for the correspondent who realizes that every letter must be made to fit a situation. Cloth, \$3.00.

**Mathematics for the Accountant.** By Eugene R. Vinal, A. M., Boston. The only book of its kind that reinforces the discussions by practical problems for solution. Complete with Logarithmic Tables, \$3.00.

**Buying for the Long Pull.** By John R. Spears. In this book the author shows in a practical way how you may eliminate the various hazards of investment so that over a period of time you can have reasonable safety and profit for every investment you make. Price \$2.00.

**First Principles of Advertising.** By Wilbur D. Nesbit, Vice President, William H. Rankin Company, Chicago and New York. A simple and yet practical outline of the various advertising processes, written by a man acknowledged to be a foremost authority. Just the book for the busy man. Beautiful fabrikoid binding, \$1.50.

*Regular Trade Discount to Dealers*

**THE  
Gregg Publishing Company**

New York  
London

Chicago  
San Francisco

Boston

## Library Book Outlook

The outstanding fiction title of the past fortnight is 'Gerald Cranston's Lady,' by Gilbert Frankau (Century, \$2), a story of English high finance and marriage, in which a man of extraordinary ability and strength of character, and a beautiful woman who has never really loved, discover their own secret of happiness at last, after running close to marital shipwreck.

For publication on March 14th, Philip Gibbs's 'Heirs Apparent' (Doran, \$2) is announced. This is a story of the young generation born just too late for active participation in the World War, but profoundly affected by its aftermath.

In Waldo Frank's 'Salvos' (801, Liveright, \$2.50), we have criticisms and characterization of such contemporary writers as Theodore Dreiser, D. H. Lawrence, Van Wyck Brooks, Eugene O'Neill, and Sherwood Anderson. 'From Whitman to Sandburg in American Poetry,' by Bruce Weirick (811.7, Macmillan, \$2), is a critical survey, intellectual but not high-brow, by a Professor of English in the University of Illinois. Arnold Whitbridge's 'Critical Ventures in Modern French Literature' (840.4, Scribner, \$1.75) comprises nine essays on Sainte-Beuve, Stendhal, Sacha Guitry, Anatole France, and others. Sheldon Cheney's 'Primer of Modern Art' (701, Liveright, \$6) claims to be the first comprehensive book on modern art in all fields, including the drama, interior decoration, architecture, and industry.

Biography offers 'An Intimate Portrait of R. L. S.' by Lloyd Osbourne (Scribner, \$1.50), a new 155-page contribution to Stevensoniana by Stevenson's stepson; Romain Rolland's 'Mahatma Gandhi,' in English translation (Century, \$1.50), an interpretative biographical study of India's most famous public figure, who is also one of the world's most misunderstood and most salient personalities; and further reminiscences of Gerald Cumberland's, entitled 'Written in Friendship' (Brentano, \$2.50), discussing such celebrities as Arthur Symonds, Sheila Kaye-Smith, W. B. Yeats, Arthur Machen, Margot Asquith, and John Galsworthy.

Miscellaneous outstanding titles include 'The Oil Trusts and Anglo-American Relations,' by E. H. Davenport and Sidney Russell Cooks (327, Macmillan, \$2.50), which reveals the international scramble for control of the oil-fields; a new Edwin E. Slosson book, 'Chats on Science' (500, Century, \$2), written for intelligent laymen who have no special scientific education; and Jesse Lee Bennett's 'What Books Can Do For You' (026, Doran, \$2), an aid to self-culture, including lists of selected books.

'The Philosopher's Stone,' by J. Anker Larsen, the novel which won the Gyldendal award of 70,000 kroner, will be published by Knopf, in April. Details about the story itself are not yet available. This is perhaps the most famous prize novel thus far published. The award, made by the Scandinavian publishing firm of Gyldendal, amounts approximately to \$10,000. In addition to this, the author will receive \$4,000 in royalties on the first Danish edition of 20,000 copies, and \$2,500 on the Swedish edition.

Rafael Sabatini's 'Scaramouche,' Emerson Hough's 'The Covered Wagon,' and A. S. M. Hutchinson's 'If Winter Comes' are available in the Grosset & Dunlap 'popular copyright' reprints, at reduced prices (75c. each). Many of these popular reprints are being brought out nowadays much sooner than formerly, due in great measure to their immediate popularization thru the motion-picture theatres.

The upward trend in book-prices has not ceased, except in the case of new fiction. As a result of recent increases in the wages of compositors and pressmen, two leading publishing-houses have announced a sweeping upward revision on the prices of their standard items; and other lists show numerous miscellaneous increases.

"Recently published," in the mention of Macy's 'Story of the World's Literature' a fortnight ago, should have read, "recently announced." The publishers (Liveright) expected to have had it published some time ago, but it seems that Mr. Macy is not quite ready to have it go to press.

Libraries which cannot afford to buy the standard six-volume Grove 'Dictionary of Music' have now available a remarkable one-volume 'New Encyclopedia of Music and Musicians,' by Waldo S. Pratt (780.3, Macmillan, \$6), at one-sixth the cost of the Grove work.

'The New Poetry: an Anthology,' by Harriet Monroe and A. C. Henderson, originally published in 1917, has been reissued in a new and enlarged edition (821.08, Macmillan, \$2.50—former price, \$3.50).

'The New Poland,' by Nevin O. Winter (943.8, Page), is evidently a reissue, with new matter, of 'Poland of To-day and Yesterday' (same author and publisher), originally published in 1913.

Annie S. Peck's 'The South American Tour,' a standard descriptive guide, originally published in 1913, appears in a new, revised edition (918, Doran, \$3.50).

'New England and Its Neighbors,' by Clifton Johnson, originally published in 1902, has likewise been reissued (917.4, Macmillan, \$2—former price, \$2.50).

L. N. F.

## The University of North Carolina Press

*Announces the following important publications*

### Robert E. Lee: An Interpretation

By Woodrow Wilson

A rare and important contribution representative of Mr. Wilson's best style and thought.

In press. Cloth. \$1.00.

### Law and Morals

By Roscoe Pound

A discussion of the evolution of law in relation to morals. The papers present certain important social interpretations and blaze new trails in the field of legal literature. Part I, The Historical View. Part II, The Analytical View. Part III, The Philosophical View. Ready April 15.

\$1.50.

### Religious Certitude in an Age of Science

By Charles Allen Dinsmore

In "Religious Certitude in an Age of Science," Professor Dinsmore treats of the conflict between the critical intellect in man and that inner spirit which would believe and aspire and rest in certitude. He maintains that the word knowledge belongs to religion as well as to science and that religious apprehension reaches nearer the heart of its object than scientific knowledge.

\$1.50.

### Analytical Index to the Ballad Entries in the Stationers' Registers

By Hyder E. Rollins

This index "will instantly take rank amongst the most important works of bibliographical reference. In a word, it will be indispensable."—G. L. Kittredge. Contains: I, The title of every ballad listed at Stationers' Hall, with complete bibliographical data and an immense amount of collateral information; II, An index of first lines of all the ballads listed in Index I; III, An index of all the names and subjects dealt with in the entries and notes.

### Argentine Literature. A Bibliography of Literary Criticism, Biography, and Literary Controversy

By Sturgis F. Leavitt

This bibliography is the result of researches carried out in the libraries of Buenos Aires while the compiler was the holder of a Sheldon Traveling Fellowship awarded by Harvard University.

Paper. \$1.50.

Cloth \$4.00.

### The Saprolegniaceae

By W. C. Coker

This book contains descriptions of all known species and direct observations on and illustrations of all American species of the family Saprolegniaceae. Notes are added on related families, as Leptomitaceae, Blastocladiaceae, and Monoblepharidaceae. Most cytological and physiological details of importance appearing in the literature since Humphrey's work (1892) have been included or referred to under the species involved. Quarto. 201 pages, 6 half tones, and 57 line plates.

Cloth. \$10.00.

### The Clavarias of the United States and Canada

By W. C. Coker

This book contains descriptions of all known species of Clavarias, or coral mushrooms, in the area covered, most of which have been redescribed from the living condition. Both European and American type material has been examined wherever possible, and synonymy established. All but two of the plates have been made from living material. Large octavo. 209 pages, 8 colored plates, 72 half tones, and 12 line plates.

Cloth. \$8.00.

THE UNIVERSITY OF NORTH CAROLINA PRESS

Chapel Hill, N. C.



## "They will outlast the building"

One of the wonders in libraries all over the country is the durability of L. B. Library tables—

"Past wear leads us to believe they will outlast the building" says one librarian. "Twenty years' service and not a sign of wear" says another. "In 1893 an order was placed with you for tables. They are still in excellent condition" from a third. "Craftsmanship and beauty of design place them in the field of art" from still another. We could quote indefinitely.

Of course, library tables are a distinct type. Decades of experience have proven that L. B.'s special designs, seasoned woods, five-ply construction and expert workmanship invariably produce a satisfactory library table.

The present L. B. Tables will continue to be used by future generations and serve them well.

Send for full descriptions of our large variety of tables for every library need — children's rooms, reading and reference rooms. Address the nearest library department branch below.

## Library Bureau

Library furniture  
and supplies



Steel bookstack  
Museum cases

**Boston**

89 Federal St.

**Chicago**

214 W. Monroe St.

**New York**

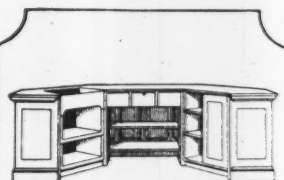
380 Broadway

**Los Angeles**

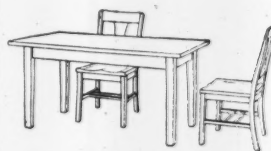
F. W. Wentworth & Co.  
440 Pacific Electric Bldg.

**San Francisco**

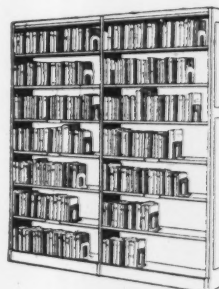
F. W. Wentworth & Co.  
39 Second St.



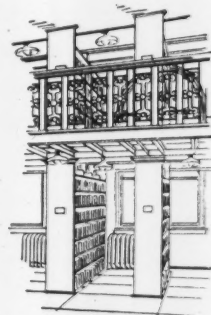
Charging desk



Reading tables and chairs



Unit wood shelving



Steel bookstack



# THE LIBRARY JOURNAL

TWICE-A-MONTH

MARCH 15, 1924



## A Quarter Century at the National Library

OUR national library, founded in 1800-02 thru congressional action under the name of the Library of Congress, destroyed in 1814 when the British burned the Capitol, reshaped thereafter in the reconstructed Capitol, only to be partially destroyed in the second fire in 1851, and finally removed in 1897 to its permanent home, has become in number of volumes the third national library in the world and, in other respects, the first of all national libraries, worthy of the splendid edifice in which it is now housed. Its present rank has been won chiefly during the quarter-century administration of Herbert Putnam, who was appointed by President McKinley, March 13, 1899, took office April 5th and was confirmed by the Senate at the opening of the congressional session December 12 of that year. His most famous predecessor was Ainsworth R. Spofford, who remained in service as the library chief for a third of a century, from 1864 to 1897, and again served with Librarian Putnam in honorable recognition of his past service.

There are many living who remember the central room on the west front of the Capitol in which the national library was for so many years inadequately housed, with volumes stacked here and there about the floor, for which the only finding list was in the brain of Mr. Spofford, who had acquired among congressmen the reputation of knowing where to find, instantaneously, any book or any fact. Under the difficult conditions of those days and in the confusion incident to the Librarian's acting also as copyright official, Mr. Spofford's grip was weakened; and on the removal of the library to the new building he was succeeded by John Russell Young, a newspaper writer and publicist without library training, who died within his first two years of service.

It was on the initiative of President McKinley himself that Herbert Putnam then became the national librarian, under the title of Librarian of Congress. There was more or less pressure from here and there for the appointment

of persons who, like Mr. Young, were without professional library training or experience. But when, in an interview with the President of the American Library Association and another representative, President McKinley gave careful consideration to the appointment, he said that, if a trained librarian could be had, he would be glad to make such an appointment and that it would give him especial pleasure to appoint Herbert Putnam. The story of this appointment was given somewhat in detail in the LIBRARY JOURNAL for 1899. The present Librarian was then serving as Librarian of the Boston Public Library, and it was only by pressing upon him the importance of the opportunity and the fact that the word of the President should be accepted as a command for service that he was induced to leave Boston and accept an appointment which involved more responsibility than remuneration.

Herbert Putnam was the youngest of eleven children of George Palmer and Victorine Haven Putnam, born in New York September 20, 1861, in the early days of the Civil War. He completed his early education with the class of 1883 at Harvard, studied law at Columbia Law School in New York and was admitted to the bar there in 1886. He had meantime, however, been attracted to the library calling and served his apprenticeship in Minneapolis as Librarian of the Minneapolis Athenaeum, to whose librarianship he was appointed in 1884, and later to the Minneapolis Public Library which developed from it, continuing in that service until 1891. He then removed to Boston and pursued the practice of law until 1895, when he became Librarian of the Boston Public Library, accomplishing much for the development of that library in its new building in his four years of service. He became a member of the Governing Board of Harvard University, was honored in 1898 with the degree of Litt. D. from Bowdoin and later from Brown, and has received the honor of LL. D. from no less than five universities. His appointment as national librarian a quar-

ter of a century ago marks a red-letter day in American library progress.

An administrative document, prepared in the ordinary course of public business, later printed as an appendix to the Librarian's latest Report, furnishes a picture, in outline to be sure but the more striking because of the omission of detail, of the Library as it is today. The document as prepared was in the form of memoranda submitted to the Personnel Classification Board in connection with the allocation of existing positions under the reclassification act of March 4, 1923. One can not do better than borrow from it.

"The Library of Congress is unique" is the opening statement it makes, and the fact receives ample confirmation in that which follows:

Its collection is double the size of any other in America, and one of the three largest in the world. It is increasing faster than any other.

Its sources of increase (copyright, exchange with governments and other institutions, purchase, and gifts) involve relations and problems not paralleled by any other library.

Its range of activities (as a legislative library for Congress, as the Law Library of the Supreme Court and bar, as the main service library for the Government establishments generally, as a library of research for the general public, and as the national library of the United States aiding other American libraries by its bibliographic service) its range is greater and more diversified than that of any other library.

It occupies the largest library building in the world—in cubical content equal to the Capitol—a building which is an elaborate architectural monument and must be maintained as such.

As a result, its administration involves problems different not merely in degree, but in kind, from those of any other existing library, and requiring knowledge, technique, and an organization only in part paralleled in any other library.

In common with them, it maintains a collection of printed books, and renders a service to the ordinary reader.

But in addition it includes other collections—manuscripts, maps, music and prints, each of which might constitute an institution in itself, and some of which are the largest in existence.

Its Law Library comprises 200,000 volumes.

Its Manuscript Collection (millions of pieces) is the most important source collection in American history.

Its Map Collection comprises, besides atlases, or 200,000 maps and charts (a half million actual pieces). Its Music Collection comprises over 1,000,000 pieces—the largest existing and the most important.

Its Prints Collection comprises over 400,000 prints.

Each of the above requires in its development, administration and interpretation, *specialists*, with technique and a knowledge of the subject matter—i. e. knowledge beyond that of the mere bibliographer.

And for its main collection of printed books, and bibliographic qualifications must be of the highest order, and varied. The collection includes every branch of literature, in 150 languages and dialects, the greatest American collection of (1) official publications, (2) society (scientific) publications, (3) serials, and groups pre-eminent in particular fields: a large Semitic collection, a collection of Slavic books perhaps the largest

outside of Russia, a collection of Chinese books perhaps the largest outside of China.

All libraries do cataloging and classification. But the Library of Congress is also a central cataloging bureau for 3,000 American libraries, to which it furnishes results in its printed catalog cards. These cards are incorporated with their own catalogs. They must therefore be not merely "standard" but completely precise, *thoro*, and scholarly.

It catalogs not merely by author, but by subject, a highly difficult and technical process.

Its classification involves the problem of providing an elastic scheme of arrangement by subject of the books on the shelves, with an adequate nomenclature and notation, for a collection of 3,000,000 volumes growing at the rate of 100,000 a year. No such problem has been attempted by any other national library; no problem equal in degree has been attempted by any American library.

Its scheme of classification has been adopted by about 60 other libraries, and involves that additional responsibility.

It renders bibliographic service by correspondence.

It compiles and publishes bibliographic lists.

It compiles and publishes "calendars" and group or topical catalogs.

From time to time it edits and publishes texts in its possession.

Its service to Congress is special and unique. It includes (in its Legislative Reference Service) the "preparation of data" bearing on legislation pending.

As the office of copyright, it maintains a department quite unique among libraries, and which amounts to the maintenance of a distinct bureau.

And there are other important activities, known to those who know the Library, which also serve to make it unique, but the document quoted was intended to serve another purpose and continues with that purpose in view. It is not difficult, since the facts are so easily at hand, and personal recollection is of so long anterior date, to reproduce an earlier picture, or, so to speak, to construct a moving-picture which will disclose the significant features in the administration and development of the Library during the quarter century now ended.

When, in 1897, the Library was moved from the Capitol to the new building, its collections comprised about 850,000 printed volumes and pamphlets, and about 500,000 other articles—manuscripts, maps, music, and prints; and a staff of forty-two persons. The new building, nominally completed, was, except for the Main and Congressional Reading Rooms, the Copyright Office, the three radial stacks, the exhibit halls, and a few office rooms, undifferentiated for special uses. The long "curtains" on each of the three floors were unequipped; and vast masses of unsorted material lay in them—upon the floor or empty packing cases. When Dr. Putnam took office in April, 1899, the conditions had improved to the extent of an increase of force from forty-two to one hundred and thirty persons (exclusive of those in care of the building itself), and some progress had been made in the assorting of the accumulated ar-

rears; little progress, however, had been made in the equipment. The appropriations for purchase of books had advanced to \$30,000 a year and for printing and binding to \$25,000 but these sums were utterly inadequate, the latter to the efficient treatment of the thousands of volumes accumulated without binding or repair during the preceding half century, the former to the acquisition of material needed to complete existing files, to secure fundamental works still lacking in every department of literature, and to keep pace with current publications. The classification under a modern system and the preparation of a modern author and subject card catalog had but just begun; and for these two prodigious undertakings the available force consisted of but fourteen persons.

Dr. Putnam's presentation to Congress of these and similar facts, and sympathetic response on

the part of that body, made possible the developments that followed. Every one of the numerous unequipped spaces in the building was provided with shelving, cases, or other furniture, appropriate to its specialized uses. An efficient bindery and printing office was installed, and the provision for the accommodations of new accessions enlarged by a great bookstack in one of the courtyards. This, too, is now completely filled, and lack of shelving space has made imperative a similar stack in another of the courtyard spaces. Meanwhile the appropriations for the purchase of material have increased from \$30,000 a year to substantially \$100,000; the number of employees (in the Library proper and Copyright Office) from one hundred and thirty to four hundred and fifty-four, besides one hundred and twenty-eight more in the building force; and the organiza-

## LIBRARY OF CONGRESS—MATERIAL PROGRESS BY YEARS

[illegible]

tion has been improved by the creation of new Divisions for specialized service, or for the treatment of material special in form and character.

Fundamentally, and always, the Library is what its name implies, the Library of Congress. Thru the development of its organization, its resources and service, it is in fact the National Library of the United States.

Statistics may be dull, but when applied to the National Library they may have more edge, as this tabulation covering twenty-five years' period of Dr. Putnam's administration.

The statistics speak for themselves. A few facts may be advanced for them, however, indicative of the growth of the collections. To take for example, the accessions of books and pamphlets during the past ten years, it is found by comparison with reports made in the earlier history of the Library that the average annual increase during the period in question was not much less than three times the total number of the books in the Library in 1853, and a little more than five times the average annual increase for the period from 1853 to the removal from the Capitol in 1897. From 1902 to 1912, a million more volumes were added; in the ten years from 1912 to 1922, still another million. Today they number well towards 3,200,000. In the face of such figures it is interesting to recall that in 1872, Dr. Spofford, then librarian, estimated that the total would be "one million and a quarter by 1925" (1,275,000 in 1904); that it would be "1,750,000 by 1950" (1,793,000 in 1910); and that it would be "2,500,000 by the year 1975," or about a century from the time of the forecast, a total that was reached in 1917—58 years before the date that Dr. Spofford had set.

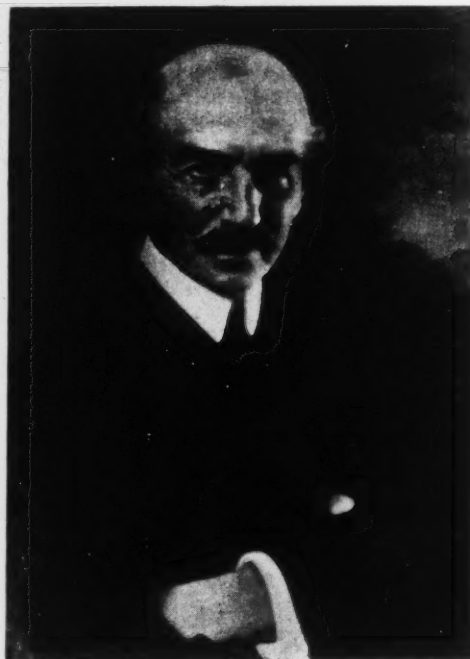
The accessions to the collections of specialized material, manuscripts, maps, music, and prints, have been of similar extent. If it were

practicable to make a count of the separate pieces of manuscripts, they would number by the million. These specialized collections have become so great that each of them might well constitute a library by itself.

It is thru Dr. Putnam's keen appreciation of needs, thru the practical exercise of the scientific imagination which is his to an unusual degree, in a word, thru the capacity which is his to organize and to effect, that the collections of the National Library have reached the present impressive status, and that the service it performs has kept constant measure with them. Pre-eminently he is an organizer. In the organization of the Library his specific genius has found appropriate and effective expression.

When Dr. Putnam assumed office in 1899, the central administrative division was still lacking in complete organization: the Librarian himself was provided with no secretary excepting

thru the detail of an employee from another division; there was only inadequate provision excepting thru makeshift, for a receiving station for mail and express packages; there was no purchasing department, excepting as the work of such a department was done by three assistants detailed from the Catalog Division; there was no shelf-list, and so no shelf-listing division; the work of classification was carried on in the Catalog Division, which was likewise called upon to spare one of its force to keep the binding records; and there was no division for the service of periodicals excepting as they were to be obtained, like other printed material, in the Main Reading Room. The operations of the Library were, for the greater part, confined to the Main Reading Room, to the Law Library at the Capitol, to the Copyright Office, to the Catalog Division, and to the four special Divisions established shortly before in 1897, the Manuscript Division, the Map Division, the Music Division, and the Print Division. The



HERBERT PUTNAM, LIBRARIAN OF CONGRESS SINCE 1899



situation obviously required improvement; organization was the first requisite. Less than six months after becoming Librarian, Dr. Putnam addressed a letter to the Secretary of the Treasury, written to accompany the estimates for the support of the Library submitted for the succeeding fiscal year, in which he called attention in detail to needs in the organization, with specific recommendations in each instance. The recommendations were accepted by Congress and appropriations granted in substantial conformity with them. The administrative division was strengthened; adequate provision was made for the handling of incoming material; details were made from the Government Printing Office, making possible printing and binding in the Library building; and the Order Division, the Bibliographic Division, the Bindery Division, and the Smithsonian Division were established. This was in 1900, while in 1901 the Card Division, the Document Division, and the Periodical Division followed. The Classification Division was established in 1913; The Division of Semitic, Slavic and Oriental literature and the Legislative Reference Service in 1914. In 1922, the office of Superintendent of building and grounds was abolished, and the duties divided between an administrative assistant, appointed by the Librarian, and the architect of the Capitol.

In making any survey of what has been accomplished under this organization, it would be gratifying if there were space to speak of the men and women who have shared in the affairs of the Library and of their special contributions to its work. But that indeed should be reserved for another occasion. Here let Dr. Putnam speak, as he did publicly only a few days ago. "The vitality of the work of the Government is not due to the administrator. It is due to the men associated with him, who, from the spark within them, light the flame, and with their devotion nurse and guard it. Theirs is the art; it is they who are the artists; it is they who create and achieve. The business of the man who discovers them is to secure them, to try to lift himself to their level—not in achievement, but in the understanding which will enable him to carry into effect what they conceive, and provide the means."

It would also be gratifying to be able to give something like a full account of operations in the several divisions of the Library, of the service that has developed, and of the resources what have been accumulated during Dr. Putnam's administration. But that can not be done here. A few features may be particularized, however, or here and there a suggestion made, that will afford an idea, faithful at least to that

extent, of the greater body of achievement that has resulted in the twenty-five years of his librarianship.

The chief aides of the Librarian as he has developed the organization are five: the chief assistant librarian, who devotes his time chiefly to the selection of material to be acquired for the main collections, and to special reference work; the secretary, who handles all the correspondence; the chief clerk, who is the general administrative assistant; the administrative assistant for the building; and the Register of Copyrights.

The outstanding achievement of the past twenty-five years, so far as it relates to the Copyright Office, is the passage of the Copyright Act approved March 4, 1909. The importance of this Act, designed as it was to supersede all previous legislation, can hardly be over-estimated. Dr. Putnam's application of himself to the problem and his contributions to its solution, form likewise one of the outstanding achievements of his career. So far as the law affects accessions to the Library, the single fact may be recorded that out of the total number of articles deposited in the Copyright office during the period from July 1, 1909, to June 30, 1923 (3,004,785), there have been transferred to the Library proper 256,431 books, 325,311 pieces of music, 68,248 maps, 51,513 photographs and prints, 550,992 newspapers and magazines (separate numbers)—a total of 1,252,500 pieces during fourteen years. The annual applied fees received by the Copyright Office since its organization in its present form in 1897 reached a total on June 30 of over \$2,528,000. The publications of the Copyright Office are the fundamental sources for knowledge of copyright law and practice in the United States and abroad.

There are four divisions affecting the administration of the collections, or the operations as a whole: Mail and Delivery, Order, Binding and Bibliographic. The scale on which operations are conducted is made evident when one finds that the Order Division, since its organization in 1900, has placed orders and issued vouchers in connection with payments for material received for a total of \$2,225,000. The accessions received thru the Order Division by purchase have numbered 661,227 volumes; purchases of manuscripts, maps, music and prints would greatly increase the number of separate pieces for which vouchers have been drawn. Gifts from numerous donors, besides including similar pieces, have numbered 263,213 volumes.

*(To be concluded)*



# Annual vs. Biennial Conferences of the A. L. A.—A Symposium

## Many Questions Involved

WHEN the question of biennial conferences was first brought to my attention I was inclined to favor the idea, but the more I have studied the subject the less desirable a change from annual to biennial conferences appears to me.

The strongest reason thus far given for a change is, that the membership is now so large it is difficult to find a meeting place, outside the large cities, that will accommodate the Association. Biennial meetings would quite likely tend to increase rather than to decrease attendance at meetings actually held, even tho many would certainly drop membership in the "off-year."

The size of membership will always determine the place of meeting, but the N. E. A., the A. B. A. and other large organizations, which are forced to hold city conferences, do not find that biennials afford any relief from congestion—because there can be no relief so long as the membership increases.

Should the A. L. A. adopt biennial meetings it is quite likely that it will have to abandon its present policy of holding a meeting at a resort.

Possibly the solution of the problem is to be found in a change in the character and plan of meeting rather than in the time of its call. It may be necessary to feature a series of annual programs each adapted to one phase of professional work. After a city conference more emphasis may have to be given to post-conference meetings and trips, to provide what has always been an essential feature of the annual conference; namely, round tables, piazza conferences, etc.

Aside from the increasing membership we should consider a few other factors necessitating changes in the constitution.

1. "Because of biennial meetings, would there be a lapse of interest?"

The experience in other organizations would seem to indicate that there is such a lapse of interest when annual meetings have been given up. Some members would be likely to drop out, altho their places would undoubtedly be filled by new members.

The suggestion of sectional or regional meetings as a substitute for the alternate years would serve some purpose; but such meetings will not have the force or authority of a

national gathering and, in actual practice, will have little more effect than local or state meetings.

2. "Would the members be willing to turn over affairs to an Executive Committee?"

It would be necessary to give the Executive Board power to represent the Association and to transact all business for two years, while the officers would serve for the same period without any seeming advantage. Increased power would have to be placed in the hands of the Executive Board, of the officers and of the employees; and it isn't likely that the business affairs of the Association would be carried on as smoothly and successfully as when meetings are held yearly.

3. "Should members be required to pay yearly dues when the conference is held every other year?"

This question will naturally arise among new members, who would be inclined to deem it unfair to levy a membership tax on alternate years when there would be no necessity for financing a conference. The individuals, who now pay \$4 membership to procure the *Proceedings*, would not get an adequate return on no-meeting years and would undoubtedly change to the \$2 membership. This might also apply to institutional members. Here is a possibility of a falling off of the total income.

Before final decision is reached by the A. L. A., consideration should be given to the experience of other similar organizations which have had to face conditions now confronting the A. L. A., the actual effect upon membership in such institutions, and the difference in administration of the business affairs of the Association.

Altogether, the subject is too big to be decided without careful and serious consideration, and no mail vote, taken at this time, or before full discussion at an annual meeting of the Association, would be at all satisfactory or conclusive.

FRANK P. HILL, Librarian,  
Brooklyn Public Library.

## A Fresh Survey Needed

THE question of biennial conferences is wrapped up with so many others that what we are starting in to consider is

nothing less than a fresh survey and possible reorganization of the entire work of the A. L. A. In all this happily no criticism of the past or present is involved—at least in a captious sense—it is rather a new envisagement of the whole situation. For some time I have had the feeling that we were trying to run an ocean liner on sailing-ship traditions. Our officers are too much occupied with details to do the constructive work of which they are capable. Our programs are too much like Coryat's Crudities, "hastily gobbled up in five months." Even our meeting places are chosen too late to answer modern conditions. A brief retrospect shows that we are developing very valuable regional meetings, which are in economic and intellectual competition with our annual conferences; yet they are not likely to be given up, for they far more nearly reproduce the intimate and fruitful annual conferences of twenty-five years ago than do our present monster conferences. The growth of regional meetings of college librarians tends to make attendance on the annual conferences of the A. L. A. less a necessity than it used to be for this fairly important if not large group of our members. It might be possible to accept the idea of having a convenient number of general regional conferences every year, and having the central organization meet annually with one or another of these. This would not be expected to draw greatly from the attendance at the other coincident, regional conferences. The annual *Proceedings* might be made up from the important papers delivered at all the conferences of the year.

HARRY L. KOOPMAN, *Librarian.*

*Brown University Library.*

### Regional Conferences on Local Topics

I HAVE followed with some care and with much sympathy the discussion of the frequency of the A. L. A. Conventions.

In any full discussion of this subject, we should have to consider.

First: The efficiency of the A. L. A. office organization to carry on a large portion of the work wholly outside of mass convention thru committees, correspondence, and publication.

Second: The vast area over which the membership is distributed, and consequently the large amount of time and money necessary for even a small percentage of its membership to meet in any one place.

Third: That a large portion of this vast area is fairly well organized into district conventions where numbers can fairly easily assemble and where in each all phases of library

work are well represented and where excellent leadership is present.

I have probably foreshadowed both my argument and my conclusion in my statement of the elements to be considered. I may state my conclusion first and say quite frankly that so far as I can see all the problems involved, I heartily favor the biennial sessions of the general association, the district conventions to be held with some degree of uniformity of program, covering a general topic as has usually been done in recent years for the general convention. In addition to the general topic, each district should give some time and consideration to topics of special interest to the district. I am sure we between the Rockies and the Pacific could spend a week with great pleasure and profit and few of us would need to journey more than a thousand miles. Thru all these district meetings the spirit of library service can be summarized and reflected more fully and more accurately than is done in the one mass convention of the whole Association.

WILLIAM E. HENRY, *Librarian.*

*University of Washington Library.*

### Annual Conferences less Necessary than Formerly

SOME of the reasons why I think it would be advisable for the A. L. A. to adopt the plan of biennial conferences are:

1. The Council and the Executive Board have been authorized to carry on much of the work which was formerly more directly under the control of the entire membership of the A. L. A. as represented at the annual conferences. The Association is now too large to conduct meetings of the same character, and in the same way, as in former years, and this change makes an annual conference less necessary.

2. The annual meetings are not always a full year apart, and the president of the Association has hardly time to familiarize himself with his duties before his term expires. This short term of office is likely to be increasingly unfortunate as the Association grows and assumes greater responsibilities.

3. Formerly the meeting of the American Library Association was the one big library meeting of the year for the discussion of library problems. Now there are large annual conferences of state library associations in many states and some of these meetings are practically regional in character. There are also the midwinter meetings of the Council and of various organizations affiliated with the American Library Association so that there is not

the same occasion for an annual meeting of that body for such purposes.

4. Many other large organizations have found it advisable to hold biennial or triennial conferences rather than to meet annually, and their experience would indicate the wisdom of abandoning the present practice of holding annual meetings.

5. The expense in time and money involved in holding an annual conference is a matter for serious consideration from the standpoint of the Association, the individual and the libraries sending representatives to the conference. The total expense of such a meeting is very great in these days of high prices, and in view of the limited budgets of libraries, and the low salaries of librarians, it is probable that the opportunity to attend one less conference would not be altogether unwelcome.

WILLIAM R. WATSON.

*Chief of the Library Extension Division,  
New York State Department of Education.*

### 29 States Still to be Visited

**M**Y vote will be for biennial conferences of the A. L. A., alternating with biennial meetings of regional associations, with biennial elections.

This arrangement would tend to encourage the organization into regional associations of groups of states or provinces naturally belonging together by reason of geographical proximity and of similar problems; it would tend to give such organizations greater dignity and importance. Obviously a larger number of librarians and friends of libraries could attend all these regional associations in any given year than could attend one annual meeting of the A. L. A. in that year. From this would result a larger number of foci of professional inspiration and increased popular interest, with a correspondingly great acceleration in the spread of the library idea.

A still greater quickening would result if the present apparently haphazard method of choosing A. L. A. meeting places were replaced by a definite plan of geographical rotation. The best way to effect this would be to divide the United States into geographical regions and hold a biennial conference in each region in turn. This would make the conferences more nearly national than at present.

Of the forty-five American conferences of the A. L. A., 1878-1923, twenty-five have been held in Canada and the Atlantic seaboard states, ten of these in New York state; ten in the middle West; four on the Pacific Coast, three of these in California; two in the South, other than the two Southern states included in the

Atlantic seaboard group; and two in the Rocky Mountain group, both of these in Colorado. This means that in twenty-nine states no conference has ever been held; that a large part of the Gulf States has very infrequently, and a large part of the West never, had a conference easy of access.

No doubt there were in the past good reasons for this policy; there seem, however, to be no good reasons for its continuance. Indeed, present indications are that the A. L. A. will be able to exert the strongest influence in national library development only by the substitution for this policy of a system which will bring it into closer touch with every section of the country.

ELIZABETH HOWARD WEST, *Librarian,  
Texas State Library.*

### Regional Conferences Stimulating

**F**OR several reasons I am in favor of biennial rather than annual conferences. Briefly stated they are:

1. In Iowa for a number of years we have held one state meeting in the fall and six or eight district meetings scattered over the state in the spring. Our reason for doing this has been that the meeting places in different parts of the state made the meetings more accessible to a larger number and many therefore attended who were not able to pay the traveling expense to the state meeting and therefore more librarians and trustees had the benefit of a library meeting than when only one was held at a central place.

The same thing I think would be true of the regional meetings of the A. L. A. They would be more accessible to a larger number of librarians and therefore the benefits would be greatly increased. Anyone who could attend an A. L. A. would be able to attend at least one regional meeting and the regional meetings need work no hardship to anyone.

2. Another reason for holding our district meetings has been that the problems discussed have come nearer to the librarians of the smaller libraries in attendance than the larger meetings. This might also be true of the A. L. A. and the programs of the regional meetings might follow more closely the needs of the regions in which they were held.

3. Those who might attend the A. L. A. but have never done so might thru a regional meeting gain inspiration and "appetite" which would take them to the larger meeting even tho at a greater distance.

4. As to elections it has always seemed to me that a two years' term is much better than that of one year, inasmuch as in the sec-

and year the officers have acquired a better acquaintance with the problems of the association and are able to carry the work with greater ease and efficiency.

5. The difficulty of attendance on the part of the officers at all the regional meetings of any year might be obviated by a division of the forces.

JULIA A. ROBINSON, *Executive Secretary*,  
*Iowa Library Commission*.

### Twenty-nine States Have Had no Conference

I AM in favor of continuing annual meetings of the A. L. A. Of course, if the meetings are always to be held in the most convenient places amid comfortable surroundings, once in two years will probably be enough. I should say that under these circumstances once in five years might be sufficient. But I believe it to be most desirable that we should meet in all parts of the United States without reference to accessibility or comfort. Most of the library workers in the country are able to attend a conference only when it is near them, and for this reason most of them have never attended one of our meetings.

It might be well in order to satisfy everyone to divide the conferences into two classes, one held on even years at accessible points, and the others successively in different states until the Association shall have met in every state in the Union.

There are forty-eight states and so far we have met in only nineteen. That leaves twenty-nine states which would occupy us for fifty-eight years to come before we complete this part of the program. This is without reckoning the Provinces of Canada.

Regional meetings on the odd years will not fill the bill. Library workers should be given the opportunity to attend a nation-wide meeting and to listen to programs in which well-known librarians from all parts of the country take part.

ARTHUR E. BOSTWICK, *Librarian*,  
*St. Louis Public Library*.

### Biennial Meetings Not a Substitute for Annual

I DO not favor the change from annual to biennial meetings for the American Library Association. It seems to me that the life of any professional body depends upon the crystallization of thought and policy at reasonably frequent meetings of as many of the members as it is possible to assemble. Experience tends to show that regional meetings tend to reflect regional points of view and that while they

contribute valuable suggestions to the annual meeting of the entire association they can in no way take the place of such annual meetings. Sacrifice of national meetings to regional meetings in my opinion would involve, to some extent at least, the emphasis of regional issues as opposed to issues and policies affecting the welfare and development of our entire profession.

It may interest you to know that the National Chamber of Commerce has given considerable thought to this problem. Our solution which is being put into practice this year calls for the regular annual meeting plus four regional meetings. These four regional meetings are held as near together as possible in point of time. The theory of this plan is that these regional meetings will give increased attention to regional problems and viewpoints and make it possible to bring national problems affecting such regions more forcibly to the attention of the members in such regions. Furthermore, matters discussed at the regional meetings can be referred to the annual meeting for final action.

I cannot speak officially for any association affiliated with the A. L. A., but my personal opinion is that biennial meetings would make it more difficult for the affiliated organizations to keep in touch with the national organization and with the profession at large.

DORSEY W. HYDE, JR., *Chief*,  
*National Civic Bureau*.

*National Chamber of Commerce*.

### Ways and Means and Missionary Work

AS to biennial meetings of the A. L. A. I do not find myself in favor of them, but rather opposed. If there is anything in our doing missionary work by meeting in different parts of the country it seems to me evident that we would be cutting that in half. It also would seriously diminish our income because every year brings in a number of people who do not stay but whose \$3 are an appreciable addition to our funds. And frankly I can see no gain in a longer presidential term. The President's main duty is to draw up the program for the annual meeting. If there is only a biennial meeting he has the same amount of work and the Association gains nothing. The movement seems to come from the state associations in those parts of the country where these associations are well developed and I think we should place the interests of the undeveloped part of the country before them.

I regard the vote at Chicago as not in the



slightest indicative of the opinion of the Association. The two hundred or more members of the Association present there are the very members who have two or three meetings a year and naturally they would not feel the need of the annual meetings of the Association.

CLEMENT W. ANDREWS, *Librarian*,  
*John Crerar Library, Chicago.*

### Interest Cools in Two Years

MY answer to your request for my opinion on biennial meetings of the A. L. A. may seem to you only an expression of personal preference, but a two-year interval is so long that unless the important topics have been discussed in Midwinter Council and Institute meetings, they will not have the interest of live issues, or the careful attention of large audiences. The smaller libraries will be out of touch with the subjects under consideration, and the meetings will not be in the same section of the country oftener than once in four years. The Southern states, which need libraries more than any others, will not have a fair representation under this system.

CAROLINE M. HEWINS, *Librarian*,  
*Hartford Public Library.*

### Regional Conferences Would Bring the A. L. A. Home to All

THE idea of a biennial, rather than an annual, conference for the A. L. A. and allied organizations is not new with me. I have thought about it enough to have the strangeness worn off and am, therefore, not inclined to toss it aside as impractical because it is a change. At the first regional meeting of the A. L. A. held at St. Joseph in October 1922, Malcolm G. Wyer advanced this plan with some elaboration. Since that time I have turned the thought over and viewed it from several angles; and now I believe in it.

The territory covered by the A. L. A. is immense; so wherever the meeting is held a considerable percentage of those in attendance must travel really great distances, even as estimated in these days of rapid transportation. As a consequence, one person is usually selected to represent a library: either because the institutions can ill afford to pay the expenses of more, or because, if the individual pays his own way, only one person in a library is able to save enough money in a twelve-month to meet the bills. It happens, therefore, that the attendance at A. L. A. conferences is pretty generally made up of the same old bunch. Now that arrangement is pleasant enough for the bunch, but it spreads little library gospel among the rank and file of the profession. If meetings of the A. L. A. were made biennial, it might be

possible to send larger delegations. And there would also be a sort of freshness about conferences held less frequently.

My chief reason for advocating biennial meetings is that the odd years could then be devoted to regional conferences which could be reached by larger numbers in the aggregate than now attend the A. L. A. By bringing the organization, in a sense, home to every library worker in the nation, he would be made to feel its importance and would take a more active part in its deliberations and its plans.

The freshness of a biennial conference for the A. L. A. and the possibility of greater attendance at the regional gatherings, offer a combination which in my judgment would put the association ahead at a brisker pace than is now possible.

MILTON J. FERGUSON, *Librarian*,  
*California State Library.*

### Interests do not Divide Along Geographical Lines

BI-ENNIAL meetings of the A. L. A. with regional meetings between would not, obviously, decrease the number of meetings which one would find it desirable to attend. The regional meetings would, it seems to me, involve as attractive programs carefully planned as do the present annual meetings. The attendance of national officers, committee chairmen, etc., would be called for at probably all regional meetings. This would involve possible difficulties in arrangement of schedules and would probably make it more difficult to have such meetings at favorable times in at least some of the regions. The complaint is made that the A. L. A. has become so large and the annual conference program so crowded that it is impossible for one to keep in touch with even a major part of the things in which he is interested. To my mind this would be little helped by the present proposal since interests do not divide along geographical lines. I believe the effort being made by the program committee this year to reserve one period in each day free from formal sessions is a very much more helpful approach to a solution of this question.

C. B. LESTER, *Secretary*,  
*Wisconsin Free Library Commission.*

### FREE ON REQUEST

"The story of the Constitution" by F. Dumont Smith of the Hutchinson (Kansas) Bar is a contribution of the Committee of the American Citizens of the American Bar Association towards stimulating interest and a wider knowledge of the United States Constitution. A limited edition is available for distribution to libraries requesting it.



# Outstanding Current Business Books

COMPILED BY ETHEL CLELAND

Librarian, Business Branch of the Indianapolis Public Library

**I**N a survey of recent business books, the year 1922 stands out as a golden year for publications on economics, industrial problems, special phases of business administration and various types of business. So, for this list many volumes which appeared in that year have been chosen and to these have been added a selected number from the previous year and the best, as far as can be judged so soon, of those that were published in 1923.

With no claim to be complete or all-inclusive, this list contains no title which could not find its place in any library serving students of business, men of affairs following current trends in the business world and business men interested in one phase of business and others basic or closely allied to it.

Text books have been included only if they would prove of interest outside the class room. Annual volumes have been omitted but many new editions have been carefully noted.

Perhaps the most interesting thing that appears to one compiling such a list is that, in almost every field covered, general discussions, such as are naturally expected, are more and more being supplemented by more detailed treatises on specific topics.

## REFERENCE

While general reference books are in constant demand by business men and women, there is a growing group of reference books designed especially for business. The supplement to the Accountant's Index will bring that valuable source of information up to date. Miss Elliott's "Business Library Classification," the "Mailing List Directory," which had its origin in the Newark Business Branch Library, and the Special Libraries Commercial information services handbook will not only serve the public but will also be signal aids to the librarian in charge of business books.

American Institute of Accountants. Accountant's index: a bibliography of accounting literature to Dec. 1920. 1578p. \$15. The Institute, 1921.

— to July 1, 1923. \$5. The Institute, 1924 (announced).

Crowell's dictionary of business and finance. 608p. \$3.50. Crowell, 1923.

Elliott, J. E. Business library classification. 226p. \$5. Indexers Press (5526 S. Park Ave., Chicago), 1923.

Morley, L. H., and A. C. Knight. Mailing list directory and classified index to trade directories. 727p. \$10. McGraw, 1924.

New York University. Source book of research data. 70p. \$4. Prentice-Hall, 1923.

Special Libraries Association. Committee on commercial information services. Commercial information services handbook. Special Libraries Association (142 Berkley St., Boston, Mass.), 1924 (announced).  
Taylor, E. G. R. Business man's geography. 496p. \$10. Philip and son, Ltd. (London, Eng.), 1923.

## ECONOMICS

Recent books on general economics include a large number of new editions of standard texts from such well known authors as Bullock, Ely, Seager, Seligman and Taussig, a new printing of Adam Smith's "Wealth of Nations," a new edition of Taussig's "Tariff History," and a number of new books of more or less popular interest, from all of which one can conclude more serious study of, and more general interest in basic economic facts.

Bullock, C. J. Elements of economics. Rev. and enl. ed. 414p. \$1.60. Silver, 1923.

Day, C. History of commerce. Rev. and enl. ed. 676p. \$2.50. Longmans, 1922.

Ely, R. T., and others. Outlines of economics. 4th rev. ed. 729p. \$3. Macmillan, 1923.

Hardy, C. O. Risk and risk-bearing. 400p. \$3.50. Univ. of Chicago Press, 1923.

Keir, M. Industrial organization. 421p. \$2.75. Ronald, 1923.

Kyrk, H. Theory of consumption. 298p. \$2.50. Houghton, 1923.

Lapp, J. A. Economics and the community. 366p. il. \$1.75. Century, 1922.

Le Rossignol, J. E. Economics for everyman. 335p. \$2.15. Holt, 1923.

McFarlane, J. Economic geography. 2d ed. rev. and enl. 640p. \$3. Pitman, 1923.

McKee, H. S. A B C's of business. 135p. \$1. Macmillan, 1922.

McPherson, L. G. Human effort and human wants. 318p. \$2.50. Harcourt, 1923.

Parsons, F. W. Everybody's business; the story of America's assets and opportunities. 503p. \$3.50. Doubleday, 1923.

Rorty, M. C. Some problems in current economics. 143p. il. \$1.25. Shaw, 1922.

Seager, H. R. Principles of economics. 3d ed. rev. and enl. 698p. \$3. Holt, 1923.

Seligman, E. R. A. Principles of economics. 9th ed. rev. 711p. \$3.50. Longmans, 1921.

Smith, A. Wealth of nations. 2v. ea. \$2.25. Harcourt, 1922.

Strachey, J. St. L. Economics of the hour. 234p. \$2. Putnam, 1923.

Taussig, F. W. Principles of economics. 3d ed. rev. ea. \$3. Macmillan, 1921.

— Tariff history of the United States. 7th ed. rev. 499p. \$2.50. Putnam, 1923.

## TRANSPORTATION

Books on railroads for the past three years, in addition to a new edition of Johnston and Van Metre's standard work and two books of a historical character, treat of a wide variety

of phases of this important topic. Nor in any up to date list of books on transportation can the question of motor trucks as carriers be ignored.

- Cunningham, W. J. American railroads; government control and reconstruction policies. 409p. \$3. Shaw, 1922.
- Daggett, S. Chapters on the history of the Southern Pacific. 470p. \$5. Ronald, 1922.
- Denfield, G. A. Practical scientific treatise on traffic management. 367p. il. \$5. The author (605 Chamber of Commerce Bldg., Portland, Ore.), 1921.
- Hungerford, E. Our railroads tomorrow. 332p. \$2.50. Century, 1922.
- Johnson, E. R. and T. W. Van Metre. Principles of railroad transportation. New ed. 617p. il. \$3.50. Appleton, 1921.
- Loree, L. F. Railroad freight transportation. 771p. il. \$5. Appleton, 1922.
- Russell, C. E. Railroad melons, rates and wages. 332p. \$2. Kerr, 1922.
- Spurr, H. C. Motor vehicle transportation. 696p. \$6. Motor Vehicle Transportation (933 Munsey Bldg., Washington, D. C.), 1922.
- Trottmann, N. History of the Union Pacific. 412p. illus. \$5. Ronald, 1923.
- Vanderblue, H. B. and K. F. Burgess. Railroads: rates—service—management. 488p. il. \$4.50. Macmillan, 1923.
- White, P. Motor transportation of merchandise and passengers. 486p. il. \$4. McGraw, 1923.

#### BANKING

Discussions of banking in general, including new editions of standard works by Dunbar and Holdsworth, are supplemented in recent publications by books on such special phases of finance and banking as the Federal Reserve system, co-operative banking, monetary reform school savings banking, labor banks, foreign exchange, various details of practical bank organization and administration and two interesting histories of banking in this country.

- American bankers association. School savings banking. 174p. \$1.25. Ronald, 1923.
- Bergengren, R. F. Co-operative banking. 398p. il. \$3. Macmillan, 1923.
- Birckhead, O. W. Bank directors. 78p. \$1.25. Bankers Pub. Co., 1922.
- Boeckel, R. Labor's money. 181p. \$1.50. Harcourt, 1923.
- Brunton, J. Letters on practical banking. 144p. \$2.50. Longmans, 1923.
- Chapman, J. M. Fiscal functions of the Federal Reserve banks. 213p. \$2.50. Ronald, 1923.
- Dunbar, C. F. Theory and history of banking. 4th ed. 321p. \$1.85. Putnam, 1922.
- Furniss, E. S. Foreign exchange. 409p. \$2.50. Houghton, 1922.
- Holdsworth, J. T. Money and banking. 4th ed. rev. and enl. 564p. il. \$3. Appleton, 1923.
- Kane, T. P. Romance and tragedy of banking. 549p. \$5. Bankers Pub. Co., 1922.
- Keynes, J. M. Monetary reform. 235p. \$2.50. Harcourt, 1923.
- Kniffin, W. H. Commercial banking. 2v. il. \$7. McGraw, 1923.
- Lanier, H. W. Century of banking in New York, 1822-1922. 335p. il. \$5. Doran, 1922.
- MacGregor, T. D. MacGregor's book of bank advertising. 388p. \$5. Bankers Pub. Co., 1921.

Magee, J. D. Materials for the study of banking. 769p. il. \$5. Prentice-Hall, 1923.

Munn, G. G. Paying tellers department. 144p. il. \$1.25. Bankers Pub. Co., 1922.

Bank salaries, expenses and methods of soliciting new business. Rev. ed. 72p. il. \$4.25. Prentice-Hall, 1922.

Ward, R. A. Bank agricultural department. 137p. il. \$1.25. Bankers Pub. Co., 1923.

Westerfield, R. B. Banking principles and practice. 5v. \$12. Ronald, 1921.

Willis, H. P. Federal reserve system. 1765p. \$10. Ronald, 1923.

— and G. W. Edwards. Banking and business. 573p. \$3.50. Harper, 1922.

York, T. International exchange, normal and sub-normal. 600p. \$5. Ronald, 1923.

#### INVESTING AND BUSINESS CYCLES

The topic of business cycles stands out prominently among recent books issued for the guidance of investors and students of industrial fluctuations, among which may be particularly cited the Report of the President's Conference on unemployment, issued under the title "Business Cycles and Unemployment." Works on state and municipal bonds and on the stock exchange supplement the broader discussions of investing and investments. Two courses of study for bond salesmen and brokers are unique.

- Brown, F. Municipal bonds. 231p. \$4. Prentice-Hall, 1922.
- Business cycles and unemployment; report and recommendations of a Committee of the President's Conference on unemployment. 405p. \$4. McGraw, 1923.
- Edie, L. D., ed. Stabilization of business. 400p. \$2.50. Macmillan, 1923.
- Gaines, M. W. Art of investment. 231p. \$2. Ronald, 1922.
- Hamilton, W. P. Stock market barometer. 325p. \$3. Harper, 1922.
- Hastings, H. B. Costs and profits; their relation to business cycles. 168p. \$2.50. Houghton, 1923.
- Huebner, S. S. Stock market. 496p. \$3. Appleton, 1922.
- Jordan, D. F. Business forecasting. 270p. \$5. Prentice-Hall, 1921.
- Jordan on investments. 423p. \$3. Prentice-Hall, 1921.
- Lagerquist, W. E. Investment analysis. 792p. \$6. Macmillan, 1921.
- Lightner, O. C. History of business depressions. 454p. \$3.50. Northeastern Press, 1922.
- Meeker, J. E. Work of the stock exchange. 633p. \$5. Ronald, 1922.
- Moore, H. L. Generating economic cycles. 141p. il. \$2.50. Macmillan, 1923.
- National Bureau of Economic Research Inc. Employment hours and earnings in prosperity and depression, United States, 1920-22. Ed. 2. 147p. \$3. The Bureau (474 W. 24th St., N. Y.), 1923.
- Raymond, W. L. State and municipal bonds. 388p. \$4. Financial Pub., 1923.
- Smitley, R. L. Course of study for bond salesmen; elementary. 64p. \$1.50. Dixie Business Book Shop, 1923.
- Course of study for brokerage, stock exchange, investment banking. 253p. \$2.50. Dixie Business Book Shop, 1923.
- Spears, J. R. Buying for the long pull. 201p. \$2. Gregg, 1923.

- Vance, R. Business and investment forecasting. 132p. il. \$2. Brookmire Economic Service, Inc. (25 W. 45th St., N. Y.), 1923.
- Wyckoff, R. D. How I trade and invest in stocks and bonds. 190p. \$5. Author (New York City), 1922.

## GENERAL BUSINESS

This small group of books on the more general aspects of business does not include, largely for lack of space, many so-called "inspirational" books. Conspicuous in it are a third edition of Gerstenberg's "Principles of Business" and a new edition of Scott's "Increasing Human Efficiency in Business."

- Babson, R. W. Business fundamentals. 258p. \$2. Forbes, 1923.
- What is success? 154p. \$1.25. Revell, 1923.
- Burnham, A. C. Building your own business. 282p. \$2.75. Ronald, 1923.
- Gerstenberg, C. W. Personal power in business. 102p. il. \$1.50. Prentice-Hall, 1922.
- Principles of business. 3d ed. rev. 281p. il. \$5. Prentice-Hall, 1922.
- Johnson, E. C. To women of the business world. 255p. \$2. Lippincott, 1923.
- Krause, L. B. Better business libraries. 98p. \$1.30. Indexers Press (5526 S. Park Ave., Chicago), 1922.
- Lyon, L. S. Education for business. 618p. \$3.50. University of Chicago Press, 1922.
- Scott, W. D. Increasing human efficiency in business. New and enl. ed. 364p. \$2.25. Macmillan, 1923.
- Simonds, A. T. Business fundamentals. 221p. \$2.25. Ronald, 1923.
- Whitehead, H. Common sense in business. 315p. \$2.50. Crowell, 1923.

## BUSINESS ORGANIZATION AND FINANCE

The three McKinsey books advocating the control of the finances of a business by means of a budget are of special interest in this list which also includes new editions of such old favorites as H. R. Conyngton's "Financing an Enterprise," Mead's "Corporation Finance" and Sullivan's "American Corporations"; a notable new book by Thomas Conyngton and others on Corporation Procedure; one by Jones on the trust problem; and an analysis of the packing industry.

- Clemen, R. A. American livestock and the meat industry. 872p. il. \$6. Ronald, 1923.
- Conyngton, H. R. Financing an enterprise. 5th ed. 3v. \$7. Ronald, 1921.
- Conyngton, T. and others. Corporation procedure, law, finance, accounting. 1689p. \$10. Ronald, 1922.
- Dewing, A. S. and F. R. Corporation finance. 457p. \$2.75. Ronald, 1922.
- Lincoln, E. E. Applied business finance. 772p. \$4. Shaw, 1923.
- McKinsey, J. O. Budgetary control. 474p. \$4.25. Ronald, 1922.
- Financial management. \$6. 2v. Amer. Technical Society, 1922.
- and S. P. Meech. Controlling the finances of a business. 638p. \$5. Ronald, 1923.
- Jones, F. Trust problem in the United States. 598p. \$3. Macmillan, 1921.
- Mead, E. S. Corporation finance. 5th ed. rev. and enl. 480p. \$3. Appleton, 1923.

- Stockder, A. H. Business ownership organization. 612p. il. \$3. Holt, 1922.
- Sullivan, J. J. American corporations. 2d ed. rev. and enl. 463p. \$2.75. Appleton, 1921.

## INDUSTRIAL PROBLEMS

In no other field is the book on the specific topic more rapidly taking the place of more general discussions than in the broad one of the relation of capital and labor and efficient production methods. Here may be found books on the foreman, shop education, industrial relations, welfare work, personnel management, profit sharing, labor turnover, trade tests, industrial research, executive qualifications, psychology in industry, time study, job analysis, trade unions, and even a biography, that of the late Frederick W. Taylor, the father of scientific industrial management.

- Allen, C. R. Foreman and his job. 526p. il. \$3.50. Lippincott, 1922.
- Bliss, J. H. Financial and operating ratios in management. 396p. \$6. Ronald, 1923.
- Bloomfield, D., ed. Financial incentives for employees and executives. 2v. \$4.80. Wilson, 1923.
- Problems in personnel management. 553p. \$3.50. Wilson, 1923.
- Employees' Mutual benefit associations. 19 leaves. \$1. Bloomfield (6 Beacon St., Boston), 1922.
- Stock participation plans for employees. 18 leaves. \$1. Bloomfield (6 Beacon St., Boston), 1922.
- Boettiger, L. A. Employee welfare work. 301p. \$2.50. Ronald, 1923.
- Bonnett, C. E. Employers' associations in the United States. 594p. \$4. Macmillan, 1922.
- Bowie, J. A. Sharing profits with employees. 222p. \$3. Pitman, 1922.
- Brissenden, P. F. and E. Frankel. Labor turnover in industry. 215p. \$3.50. Macmillan, 1922.
- Chapman, J. C. and D. R. Chapman. Trade tests. 435p. il. \$4. Holt, 1921.
- Church, A. H. Making of an executive. 457p. \$3.50. Appleton, 1923.
- Clark, W. Gantt chart, a working tool of management, 157p. \$2.50. Ronald, 1922.
- Commons, J. R. and others. Industrial government. 425p. \$3. Macmillan, 1921.
- Copley, F. B. Frederick W. Taylor. 2v. il. \$10. Harper, 1923.
- Custis, V. Fundamentals of national industrial efficiency. 324p. \$2.25. Macmillan, 1923.
- Drury, H. B. Scientific management. 3d ed. rev. and enl. 271p. \$2.75. Longmans, 1922.
- Edie, L. D., comp. Practical psychology for business executives. 392p. \$2.40. Wilson, 1922.
- Fleming, A. P. M. and J. C. Pearce. Research in industry the basis of economic progress. 244p. il. \$3. Pitman, 1922.
- Foster, O. D. Stimulating the organization. 414p. \$4. Harper, 1923.
- Gantt, H. L. Industrial leadership. 4th ed. 128p. il. \$1.25. Association Press, 1921.
- Grimshaw, R. Modern foreman. 190p. \$2.50. Gregg, 1923.
- Why manufacturers lose money. 176p. \$2. Van Nostrand, 1922.
- Hitchcock, C. N., ed. Forms, records and reports in personnel administration. 128p. \$1.75. University of Chicago Press, 1922.

- Hoxie, R. F. Trade unionism in the United States. 2d ed. enl. 507p. \$5. Appleton, 1923.
- Lauck, W. J. and C. S. Watts. Industrial code. 571p. \$4. Funk, 1922.
- Lee, A. J. Industrial organization. 119p. \$2.25. Prentice-Hall, 1923.
- Lichtner, W. O. Time study and job analysis. 397p. \$6. Ronald, 1921.
- Link, H. C. Education and industry. 265p. \$2. Macmillan, 1923.
- McVey, F. LeR. Modern industrialism. 2d ed. 358p. \$2.50. Appleton, 1923.
- Morris, J. VanL. Employee training. 311p. \$3. McGraw, 1921.
- Nicholson, J. L. Profitable management. 117p. \$1.25. Ronald, 1923.
- Parsons, F. W. American business methods for increasing production. 373p. \$2.50. Putnam, 1921.
- Pertman, S. History of trade unionism in the United States. 313p. \$2. Macmillan, 1922.
- Porosky, M. Practical factory administration. 244p. \$2.50. McGraw, 1923.
- Radford, G. S. Control of quality in manufacturing. 404p. il. \$5. Ronald, 1922.
- Robb, J. F. Patent essentials for the executive. 436p. \$5. Funk, 1922.
- Rockefeller, J. D., jr. Personal relation in industry. 149p. \$1.75. Liveright, 1923.
- Savage, M. D. Industrial unionism in America. 344p. \$2.25. Ronald, 1922.
- Scott, W. D. and M. H. S. Hayes. Science and common sense in working with men. 154p. \$2. Ronald, 1921.
- and R. C. Clothier. Personnel management. 643p. \$4. Shaw, 1923.
- Simons, A. M. Personnel relations. 341p. \$3. Ronald, 1921.
- Production management. 2v. \$6. Amer. Tech. Soc., 1922.
- Strong, E. K. and Uhrbock, R. S. Job analysis and the curriculum. 146p. \$2. Williams and Wilkins, 1923.
- Tead, O. Course in personnel administration. 256p. \$3. Columbia University Press, 1923.
- Tipper, H. Human factors in industry. 280p. \$2. Ronald, 1922.
- Van Deventer, J. H., comp. Planning production for profit. 333p. il. \$5. Eng. mag., 1921.
- Watts, F. Introduction to the psychological problems of industry. 240p. \$5. Macmillan, 1921.
- Weakley, F. E. Applied personnel procedure. 192p. il. \$2. McGraw, 1923.
- Wells, L. R. Industrial history of the United States. 584p. il. \$2. Macmillan, 1922.

#### BUSINESS LAW

Books on business law range from simple expositions for the average man to ambitious works like those of Spencer and Schaub for the student. Conyngton's book on "Wills, Estates and Trusts" is perhaps the most important of the group.

- Bolles, A. S. Putnam's handy law book for the layman. 340p. \$1.90. Putnam, 1921.
- Conyngton, T. and others. Wills, estates, trusts. 2v. \$8. Ronald, 1921.
- Gano, D. C. Gano's commercial law. Rev. ed. 409p. \$1.40. Amer. Book Co., 1921.
- Gordon, S. Gordon's annotated forms of agreement. 904p. \$10. Prentice-Hall, 1923.
- Greenwood, W. J. American and foreign stock exchange practice. 1048p. \$10. Financial Book Co. 1921.

- Schaub, L. F. and N. Isaacs. Law in business problems. 821p. \$6. Macmillan, 1921.
- Spencer, W. H. Law and business. 3v. ea. \$4.50. University of Chicago Press, 1922.

#### STATISTICS

In this small group interest centers in Fisher's treatise on "Making of Index Numbers," a first book in this field.

- Fisher, I. Making of index numbers. 596p. \$7.50. Houghton, 1922.
- Karsten, K. G. Charts and graphs. 750p. il. \$6. Prentice-Hall, 1923.
- Kelley, T. L. Statistical method. 390p. Macmillan, 1923.
- National Bureau of Economic Research. Income in the United States, its amount and distribution, 1909-1919. 3v. v. 1, \$1.58; v. 2, \$5.15; v. 3, \$1.30. The Bureau (474 W. 24th St., N. Y.), 1921-22.

#### ACCOUNTING

Recent books on bookkeeping, accounting, auditing, cost accounting, depreciation, and mathematics and economics for the accountant make a long list of titles, conspicuous among which are new books from such authorities as Bennett, Castenholz, Esquerré, Finney, Montgomery and Saliers. The completion of Kester's three volume work on "Accounting Theory and Practice" is to be noted, as also a new edition of Leake's "Depreciation" and a fifteenth edition of Baker's popular text, "Bookkeeping and Accounting."

- Baker, J. W. Twentieth century bookkeeping and accounting. 15th ed. 384p. il. \$2.48. Southwestern Pub., 1922.
- Bell, S. Theory and practice of accounting, use in managerial control. 2v. \$6. American Tech. Soc., 1922.
- Bell, W. H. Accountants' reports. 247p. \$6. Ronald, 1921.
- Bennett, G. E. Advanced accounting. 661p. \$4. McGraw, 1922.
- Borsodi, R. New accounting. 127p. il. \$5. Dodd, 1922.
- Borton, E. J. Cost accounting, principles and methods. 243p. \$2. Lyons and Carnahan, 1923.
- Castenholz, W. B. Cost accounting procedure. 333p. \$3.50. La Salle, 1922.
- Clark, J. M. Studies in the economics of overhead costs. 502p. \$4. University of Chicago, 1923.
- Esquerré, P. J. Practical accounting problems. 2 pts. ea. \$10. Ronald, 1921-22.
- Finney, H. A. Consolidated statements for holding companies and subsidiaries. 229p. \$4. Prentice-Hall, 1922.
- Gillette, H. P., and R. T. Dana. Construction cost keeping and management. 572p. il. \$5. McGraw, 1922.
- Jackson, J. H. Audit working papers. 201p. \$5. Amer. Inst. of Accountants, 1923.
- Kemp, W. S. Departmental and standard costs. 85p. il. Nat. Association of Cost Accountants, 1923.
- Kester, R. B. Accounting theory and practice. 3v. v. 1, ed. 2, \$3; v. 2, \$4; v. 3, \$5. Ronald, 1917-22.
- Koopman, S. B., and R. B. Kester. Fundamentals of accounting. 496p. \$1.75. Ronald, 1921.
- Leake, P. D. Depreciation and wasting assets. 4th ed. 250p. \$4.50. Pitman, 1923.
- Montgomery, R. H. Auditing theory and practice. 3d ed. rev. and enl. 2v. v. 1, \$6; v. 2, \$4. Ronald, 1921-22.



- and W. A. Staub. Auditing principles. 494p. il. 3.50. Ronald, 1923.
- Palmer, L. E. Accountants' working papers. 194 leaves. \$5. Ronald, 1923.
- Paton, W. A. Accounting theory. 508p. \$4. Ronald, 1922.
- Riggs, H. E. Depreciation of public utility properties. 211p. \$2. McGraw, 1922.
- Rittenhouse, C. F. New modern illustrative book-keeping, elementary and advanced courses. 325p. \$1.88. American Book Co., 1923.
- and A. L. Percy. Accounting problems: intermediate. 429p. \$3. McGraw, 1922.
- Rosenkampff, A. H. and W. C. Wallace. Bookkeeping principles and practice. 232p. \$1.50. Prentice-Hall, 1923.
- Saliers, E. A. Accountants' handbook. 1675p. \$7.50. Ronald, 1923.
- Depreciation: principles and applications. 590p. \$5. Ronald, 1922.
- Sanders, T. H. Problems in industrial accounting. 643p. \$5. Shaw, 1923.
- Simpson, K. Economics for the accountant. 206p. \$2. Appleton, 1921.
- Vinal, E. R. Mathematics for the accountant. 170p. \$3. Gregg, 1923. (Formerly pub. by Biddle).
- Walton, S. and H. A. Finney. Mathematics of accounting and finance. 247p. \$4. Ronald, 1923.
- Willard, R. D. System building and constructive accounting. 307p. il. \$4. McGraw, 1922.

#### OFFICE AND SECRETARIAL WORK

While the past few years produced no comprehensive work on office methods and work, a new text on filing is most welcome and books on special phases of the work in an office can give more detail than the volumes of wider scope. The new edition of Kimble's "Vocational Vocabularies" is much enlarged. Commercial secretaries will appreciate the Bruce book on their duties.

- Bruce, W. G. The commercial secretary. 180p. \$1.75. Bruce Pub. Co. (Milwaukee, Wis.), 1923.
- Church, A. L. Training of a secretary. 194p. il. \$1.75. Lippincott, 1922.
- Desborough, W. Office machines, appliances and methods. 147p. il. \$2. Pitman, 1921.
- Gregg, J. R. Gregg reporting short cuts. 248p. il. \$2.25. Gregg, 1922.
- Kimble, E. J. Kimble's vocational vocabularies for stenographers and court reporters. 2d ed. rev. and enl. 262p. \$2.50. E. J. Kimble Co. (709 Mills Bldg., San Francisco), 1922.
- Nixon, A. and G. H. Richardson. Secretarial work and practice. New ed. 218p. \$2. Longmans, 1922.
- Scholfield, E. E. Filing department—operation and control. 318p. \$3. Ronald, 1923.
- Smith, C. C. Expert typist. 274p. il. \$1.80. Macmillan, 1922.
- SoRelle, R. P. and J. R. Gregg. Secretarial studies. 401p. \$1.40. Gregg, 1922.
- Strumpf, H. Problems in office practice and business style. 260p. \$1.20. Gregg, 1922.
- Taintor, S. A. Training for secretarial practice. 298p. \$2.50. McGraw, 1923.
- Warren, I. Office records—their filing and indexing. 88p. il. \$1. Journal of Electricity (San Francisco, Cal.), 1921.

#### BUSINESS CORRESPONDENCE

An awakening in the business world to the

value of good letters and the possibilities in them is perhaps responsible for the excellent books in print on this subject to which the ones in this list are all worthy additions.

- Candee, A. M. Business letter writing. \$3. Gregg, 1923. (Formerly pub. by Biddle).
- Davison, E. B. Master letter writer. 2d ed. 704p. \$5. Opportunity Press (681 5th Ave., N. Y.), 1921.
- Deffendal, P. H. Actual business correspondence. 287p. \$1.20. Macmillan, 1923.
- Dolch, E. W. Manual for business letter writing. 327p. \$2.25. Ronald, 1922.
- Hall, S. R. Handbook of business correspondence. 1048p. illus. McGraw, 1923.
- Ihrig, L. G. Unique collection letters. 336p. \$5. Author (Dayton, O.), 1921.
- Naether, C. A. The business letter. 516p. \$4. Appleton, 1923.
- Opdycke, J. B. Business letter practice. 582p. \$2.50. Pitman, 1922.
- Saunders, A. G. and H. LeS. Creek, eds. Literature of business. Rev. ed. \$2.25. Harper, 1923.
- Schulze, E. H. Making letters pay. 455p. il. \$5. Appleton, 1923.
- Watson, H. Applied business correspondence. 599p. \$6. Shaw, 1922.
- Winternitz, R. and P. T. Cherington. English manual for business. 96p. \$1. Shaw, 1923.

#### PURCHASING AND STORES CONTROL

A small but valuable group of books, since there are few volumes on purchasing and on the care and records of stocks and materials and almost nothing in print on the question of inventory.

- Cartmell, M. Stores and materials control. 459p. \$4.50. Ronald, 1922.
- Dinsmore, J. C. Purchasing principles and practices. 295p. il. \$6. Prentice-Hall, 1922.
- Farquhar, H. W. Factory storeskeeping. 185p. il. \$2.50. McGraw, 1922.
- Hysell, H. Science of purchasing. 261p. \$2.50. Appleton, 1922.
- Kilduff, F. W. Standard inventory manual. 227p. \$4.50. The Accounting Standards Corp. (Chicago), 1922.
- Murphy, H. D. Fundamental principles of purchasing. 83p. \$1.50. Purchasing Agent Co. (53 Park Place, N. Y.), 1923.

#### CREDIT

Bringing together recent books on the different phases of the theory and practice of granting credit makes a widely varied list in which are found several books on rural credits, one on the retail charge account, a study of the legal aspects of credit and first books on acceptances, credit companies and bank credit investigation.

- Associated Retail Credit Men of New York City. Retail charge account. 264p. il. \$3. Ronald, 1922.
- Brewster, S. F. Legal aspects of credit. 549p. \$5. Ronald, 1923.
- Cassell, R. J. Constructive collecting. 497p. il. \$5. Gregg, 1923.
- Dewey, D. R. and M. J. Shugrue. Banking and credit. 506p. \$3. Ronald, 1923.
- McAdow, F. H. Mercantile credits. 200p. \$2. Ronald, 1922.
- Mathewson, P. Acceptances, trade and banker's. 372p. il. \$3.50. Appleton, 1921.

- Marshall, A. Money, credit and commerce. 369p. \$3. Macmillan, 1923.  
 Merrick, R. G. Modern credit company. 69p. \$1.25. Norman Remington Co., 1922.  
 Myrick, H. Rural credit system for the United States. 240p. il. \$1. Judd, 1922.  
 Prudden, R. F. Bank credit investigator. 192p. il. \$1.50. Bankers Pub. Co., 1922.  
 Steiner, W. H. Mechanism of commercial credit. 375p. \$3. Appleton, 1922.  
 Ward, W. American commercial credits. 278p. \$2.50. Ronald, 1922.  
 Wright, I. Farm mortgage financing. 343p. \$3. McGraw, 1923.  
 — Bank credit and agriculture under the national and federal reserve systems. 340p. il. \$3. McGraw, 1922.

## MARKETING

The literature on marketing as a separate topic is not very old and each year sees valuable additions to it. On such vital phases of present day marketing as trade association activities, market analysis and co-operative marketing formal studies are as yet rare, so that those in this list are exceptionally valuable.

- Clark, F. E. Principles of marketing. 570p. \$3. Macmillan, 1922.  
 Converse, P. D. Marketing methods and policies. 650p. \$4. Prentice-Hall, 1921.  
 Copeland, M. T. Problems in marketing. 2d ed. 803p. \$5. Shaw, 1923.  
 Hibbard, B. H. Marketing agricultural products. 389p. \$2.50. Appleton, 1921.  
 Ivey, P. W. Principles of marketing. 351p. \$3. Ronald, 1921.  
 Jones, F. D. Trade association activities and the law. 360p. \$3. McGraw, 1922.  
 Moriarty, W. D. Economics of marketing and advertising. 592p. \$3.50. Harper, 1923.  
 Phillips, R. G. and S. Fraser. Wholesale distribution of fresh fruits and vegetables. 256p. il. \$5. International Apple Shippers Association. R. G. Phillips, secretary (522 Mercantile Bldg., Rochester, N. Y.), 1922.  
 Smith, J. G. Organized produce markets. 238p. \$4. Longmans, 1922.  
 Steen, H. Co-operative marketing. 366p. \$2. Doubleday, 1923.  
 White, P. Market analysis. 340p. il. \$3.50. Shaw, 1921.

## FOREIGN TRADE

From this list, it would appear that the tendency in recent books on foreign trade is to specialize on some one phase of the broad problem or on some one country, altho for the general field there are both new volumes and new editions of tried books.

- Aughinbaugh, W. E. Advertising for trade in Latin America. 282p. \$3. Century, 1922.  
 Cook, A. B. Financing exports and imports. 218p. \$2.50. Ronald, 1923.  
 Cooper, C. S. Foreign trade markets and methods. 440p. il. \$3.50. Appleton, 1922.  
 Eldridge, F. R., jr. Oriental trade methods. 449p. il. \$3. Appleton, 1923.  
 — Trading with Asia. 474p. \$3.50. Appleton, 1921.  
 Haas, J. A. de. Foreign trade organization. 378p. \$3. Ronald, 1923.  
 Hough, B. O. Practical exporting. 7th ed. 529p.

- il. \$6. Johnston Pub. Co. (370 7th Ave., New York), 1921.  
 Kidd, H. C. Foreign trade. 2d rev. ed. 400p. \$4. Prentice-Hall, 1921.  
 Litman, S. Essentials of international trade. 398p. \$3.50. Wiley, 1923.  
 Nahoum, J. Key to national prosperity; a presentation of foreign trade in its connection with the development of national prosperity. 394p. \$6. Dutton, 1923.  
 Poole, G. C. Export credits and collections. 180p. \$4. Prentice-Hall, 1923.  
 Propson, C. F. Export advertising practice. 271p. \$4. Prentice-Hall, 1923.  
 Rosenthal, M. S. Technical procedure in exporting and importing. 312p. \$3. McGraw, 1922.  
 Thompson, W. Trading with Mexico. 271p. \$2. Dodd, 1921.  
 Tosdal, H. R. Problems in export sales management. 702p. \$5. Shaw, 1922.  
 Wyman, W. F. Export merchandising. 405p. il. \$4. McGraw, 1922.

## ADVERTISING

Notable in this group are books on close range topics such as the use of illustration, light, color and print in advertising, outdoor advertising, advertising campaigns, retail advertising and direct advertising; a new edition of Scott's "Psychology of Advertising," and an excellent general survey of the principles of advertising by Starch.

- Blair, L. E. Principles and practice of show-card writing. 240p. il. \$2.50. McGraw, 1922.  
 Burdick, R. L. Advertising to retailers. 308p. \$3.50. Ronald, 1923.  
 Calkins, E. E. Advertising man. 205p. \$1.25. Scribner, 1922.  
 Fischer, A. T. Window and store display. 203p. il. \$2. Doubleday, 1921.  
 Gauss, C. A. and L. I. Wightman. Sales and advertising. 2v. \$6. American Technical Soc., 1922. v. 2 is devoted to advertising.  
 Hackleman, C. W. Commercial engraving and printing. 846p. il. \$15. Commercial Engraving Pub. Co. (Indianapolis), 1921.  
 Hall, S. R. Advertising handbook. 743p. \$5. McGraw, 1921.  
 Herrold, L. D. Advertising for the retailer. 677p. il. \$5. Appleton, 1922.  
 Hotchkiss, G. B., and R. B. Franken. The leadership of advertised brands. 256p. \$2. Doubleday, 1923.  
 Hoyt, C. W. Training for the business of advertising. 125p. \$1.50. Woolson, 1922.  
 Lippincott, W. Outdoor advertising. 340p. \$5. McGraw, 1923.  
 Luckiesh, M. Light and color in advertising and merchandising. 268p. il. \$3. Van Nostrand, 1923.  
 Nesbit, W. D. First principles of advertising. 111p. il. \$1.50. Gregg, 1922.  
 Osborn, A. F. Short course in advertising. 248p. il. \$3. Scribner, 1921.  
 Parsons, F. A. Art appeal in display advertising. 132p. \$4.50. Harper, 1921.  
 Praigg, N. T., ed. Advertising and selling, by 150 advertising and sales executives. 495p. \$2. Doubleday, 1923.  
 Ramsey, R. E. Effective direct advertising. 640p. \$5. Appleton, 1921.  
 Scott, W. D. The psychology of advertising in theory and practice. New ed. 437p. il. \$3.50. Small, 1921.  
 Sherbow, B. Effective type-use for advertising. 139p. il. \$2. Author (50 Union sq., New York), 1922.

- Starch, D. Principles of advertising. 998p. \$5. Shaw, 1923.  
 Tipper, H. and G. French. Advertising campaigns. 420p. \$4. Van Nostrand, 1923.  
 Wilder, R. H. Publicity; a manual for the use of business, civic or social service organizations. 271p. \$2.75. Ronald, 1923.

## RETAIL BUSINESS

The variety of elements in such a subject as that of retail selling naturally results in a variety of books. Discussions of chain stores, mail order business, installment selling, educational director in the large store, detailed descriptions of large organizations and the results of special analyses make this list a particularly lively one.

- David, D. K. Retail store management problems. 1050p. \$6.75. Shaw, 1922.  
 Ditchett, S. H. Marshall Field and company, the life story of a great concern. 160p. il. \$3. Textile Pub. Co. (231 W. 39th St., New York), 1922.  
 Farrington, F. Meeting chain store competition. 151p. \$1.50. Byxbee Pub. Co. (208 S. LaSalle St., Chicago), 1922.  
 — Meeting mail order competition. 239p. \$1.50. Same. 1922.  
 — Store management—complete. 252p. \$1.50. Same. 1923.  
 Griffin, B. W. Installment sales and collections. 205p. il. \$4. Prentice-Hall, 1922.  
 Hayward, W. S. and P. White. Chain stores. 411p. il. \$3.50. McGraw, 1922.  
 Hungerford, E. Romance of a great store [Macy's, New York]. 281p. il. \$2. McBride, 1922.  
 Kennard, B. E. Educational director in the retail store. 2d ed. 219p. \$1.50. Ronald, 1922.  
 Leigh, R. Elements of retailing. 385p. il. \$2. Appleton, 1923.  
 Northwestern University. School of Commerce, Chicago. Bureau of Business Research. Costs, merchandising practices, advertising and sales in the retail distribution of clothing. 6v. \$15. Prentice-Hall, 1921.  
 — Selling expenses and their control; a study in the retail distribution of clothing. 416p. \$4.25. Prentice-Hall, 1922.  
 Whitehead, H. How to run a store. 296p. \$2.50. Crowell, 1921.

## REAL ESTATE

Real estate is a business whose literature is yet in a stage of development. The first book listed here has been a welcome general treatise on the subject and Fisher's "Principles of Real Estate Practice" is an authorized course in real estate for the student. The McMichael books are practically first books in the fields they discuss. The last book is an English work on the principles of housing estate development.

- Benson, P. A. and N. L. North, Jr. Real estate; principles and practice. 342p. \$6. Prentice-Hall, 1922.  
 Bolton, R. P. Building for profit. 3d ed. 133p. il. \$2.50. The Author (116 E. 19th St., N. Y.), 1922.  
 Dugdale, B. H. Mortgage loan values. 248p. \$2.50. C. Dugdale (1220 State Life Bldg., Indianapolis, Ind.), 1920.  
 Fisher, E. M. Principles of real estate practice. 309p. \$3.50. Macmillan, 1923.

- McMichael, S. L. Long and short term leaseholds. 2d ed. 267p. il. \$4. The Author (1222 Prospect Ave., Cleveland, O.), 1923.  
 — and R. F. Bingham. City growth and value. 369p. \$4. The Stanley McMichael Publishing Organization (1222 Prospect Ave., Cleveland, O.), 1923.  
 Spilker, J. B. Real estate business as a profession. Rev. ed. 363p. il. \$4. Appleton, 1923.  
 Thompson, F. L. Site planning in practice. 258p. il. \$5.35. Oxford, 1923.

## SELLING

Books on salesmanship seem to cling to the broader discussions which treat largely of theories and general principles of selling, but this list proves that good books also are appearing on more specific topics and on such subdivisions as retail selling and sales management.

- Aspley, J. C. Closing the sale. 125p. \$1.60. Dartnell, 1922.  
 — Field tactics for salesmen. 3d ed. 116p. il. \$1.10. Dartnell, 1922.  
 — How to sell quality. 2d ed. rev. 111p. \$1.60. Dartnell, 1922.  
 — What a salesman should know about advertising. 2d ed. rev. and enl. 119p. \$1.60. Dartnell, 1921.  
 — What a salesman should know about credit. 3d rev. ed. 102p. \$1.10. Dartnell, 1921.  
 Baer, L. Retail selling methods. 250p. \$2. McGraw, 1923.  
 Barehanded selling. 250p. \$1. Reynolds Pub. Co. Inc. (416 West 13th St., N. Y.), 1922.  
 Brisco, N. A., comp. Retail salesmanship source book. 352p. \$2. Ronald, 1921.  
 Charters, W. W. How to sell at retail. 326p. \$3. Houghton, 1922.  
 Dunn, A. Scientific selling and advertising. New ed. 159p. \$3. Harper, 1922.  
 Ferris, E. E. Developing sales personality. 92p. \$1.50. Prentice-Hall, 1922.  
 Gauss, C. A. and Wightman, L. T. Sales and advertising. 2v. \$6. American Technical Soc., 1922. v. 1 is devoted to selling.  
 Hess, H. W. Creative salesmanship. \* 339p. \$3.50. Lippincott, 1923.  
 Hoenig, L. J. Modern methods in selling. 299p. \$2.50. Bobbs, 1922.  
 Ivey, P. W. Elements of retail salesmanship. 275p. \$1.75. Macmillan, 1923.  
 James, R. L. Letters from an old time salesman to his son. 128p. \$1. Dartnell, 1922.  
 Kitson, H. D. The mind of the buyer. 211p. \$1.50. Macmillan, 1921.  
 Noble, C. Automobile selling sense. 25p. \$2. Prentice-Hall, 1923.  
 Leigh, R. Human side of retail selling. 227p. il. \$2. Appleton, 1921.  
 Mackintosh, C. H. Creative selling, making and keeping customers. 183p. \$1.50. Appleton, 1923.  
 Read, J. B. Law of sales. 229p. \$2. Appleton, 1923.  
 Russell, F. A. Management of the sales organization. 227p. \$2.50. 1922. McGraw, 1922.  
 Scott, F. L. Autosuggestion and salesmanship. 150p. \$1.50. American Library Service, 1923.  
 Stevenson, J. A. Constructive salesmanship, principles and practices. 361p. \$3. Harper, 1923.  
 Tosdal, H. R. Problems in sales management. 637p. \$5. Shaw, 1921.  
 Whitehead, H. Business of selling. 247p. \$1.40. American Book Co., 1923.  
 — Principles of salesmanship. 2d ed. 378p. \$3. Ronald, 1923.

## INSURANCE

In the broad field of insurance, noteworthy on the subject as a whole are the new editions of Huebner's two reliable discussions of life and the business of selling insurance, and property insurance respectively and the Riegel and Loman book. Other titles treat of the mathematical side of insurance, various types of insurance—including a book on automobile insurance and one on surety bonds—

Fisher, A. Elementary treatise on frequency of curves and their application in the analysis of death curves and life tables. 240p. \$4. Macmillan, 1923.

Forbes-Lindsay, C. H. A. Business insurance instructor. 3d ed. rev. and enl. 176p. \$5. Forbes-Lindsay service (Los Angeles, Calif.), 1922.

Huebner, S. S. Life insurance. New ed. rev. and enl. 496p. \$2.75. Appleton, 1923.

—Property insurance. New ed. rev. and enl. 601p. Appleton, 1922.

Ketcham, E. A. and Kirk, Mrs. Murray. Essentials of the fire insurance business. Rev. ed. 386p. \$4.50. E. A. Ketcham (Springfield, S. D.), 1922.

Lester, I. D. Medical examinations for life insurance. 168p. \$3.75. Longmans, 1921.

Lovelace, G. M. Analyzing life situations for insurance needs. 220p. \$2.25. Harper, 1922.

—House of protection. 129p. \$1.50. Harper, 1921.

Lunt, E. C. Surety bonds; nature, functions, underwriting requirements. 370p. \$2.50. Ronald, 1922.

McCotter, C. A. What's the matter with fire insurance. 105p. \$1. Bobbs, 1921.

May, E. C. Empire of life insurance. 268p. \$2.50. Insurance Pub. Co. (Peoria, Ill.), 1923.

Richards, E. G. Experience grading and rating schedule. Rev. ed. 157p. \$4. Van Nostrand, 1921.

Riegel, R. and Loman, H. J. Insurance principles and practices. 2d. ed. 514p. \$6. Prentice-Hall, 1922.

Stevenson, J. A. Meeting objections. 95p. \$1.50. Harper, 1921.

—Selling life insurance. 296p. \$3.50. Harper, 1922.

Strong, E. K. Psychology of selling life insurance. 489p. il. \$4. Harper, 1922.

Todd, W. F. Motor insurance. 166p. il. \$2. Pitman, 1922.

Underwood, R. E. Elements of actuarial science. 140p. \$1.75. Pitman, 1922.

## The Laziest Man's Table



The "Laziest Man's Table," for the idea of which we are indebted to Frank B. Gilbreath, Inc., consulting engineers, 68 Eagle Rock Way, Montclair, N. J., can be used with any armchair. It is very light and can be lifted easily. It leans on the arms of the chair when in use and stands clear of the chair when the reader rises.



# Drawing the Line in Extension Work

By MARY FRANK

Superintendent of the Extension Division, New York Public Library.

**J**UST where do you draw the line in extension work? is a question we are often asked by our professional friends, and to answer satisfactorily we must not only present the scheme of operation but also re-examine the underlying principle motivating our work, asking ourselves as frequently as we dare, where we are going and why.

I know of no other form of library work that requires such flexibility of purpose as extension work. It is almost impossible to make a hard and fast rule as to the type of service that is to be rendered. You may say that it is absurd to place a collection of books in a settlement that is just across the street from the library. But if you learn the conditions in the locality and visualize the situation, you may desert your well taken position. It may be that the settlement has no desire to duplicate or rival the work of the library but wants to supplement it, while serving its own particular purpose. It has young people coming in the evening and staying long after nine o'clock, which is the closing hour in the library. The settlement has an attractive reading room, where one might read and study, if books were available. The books would not be taken home but kept there, for both general and group reading. Surely this is legitimate ground for the placing of a collection of books outside the walls of the library building.

In general, we claim a twofold purpose: first to extend the work of the library at large, by serving districts that are out of reach of library facilities, and second, to aid educational and social institutions in a supplementary capacity. Naturally the supplying of books to communities that have none is of primary importance. A sub-branch, the official designation for a baby branch or twig, is most desirable, if the community is large enough to command professional service. If library quarters and a trained librarian cannot be commanded, the next best means of rendering satisfactory service is the book-van. Wheels cover distances so effectively that it is now almost possible to demonstrate the slogan, "A book in every home." I place the book-van prior in importance to the deposit station or commodity agency such as the culture club, civic center or church library, because it renders direct and experienced service in contrast to the volunteer service provided by the community. An ex-

tension department may send out a collection of books to a community center, depending upon the public-spirited women in the community to circulate those books, but at best this is a haphazard, unprofessional kind of service discrediting what should be a project of educational value.

In congested quarters of the city where the business population is huddled together, we are confronted with this question: Should we take the opportunity offered us to serve our public wherever we find it and co-operate with the welfare departments of business organizations by sending books to them for circulation among their employees? It would seem reasonable to render this service, particularly since many employees in business offices and factories find it difficult to go to the public library at night, after working eight hours a day and spending an additional two hours traveling to and from work. On the other hand, suppose a collection of books is sent to the employees. She comes to the library at building where from fifty to one hundred people have access to them. In that building there are 3000 employees. Multiply this number by the number of similar buildings in the business district, and you will find that you are rendering a privilege to a mere handful among an army of people who have the right to the same service. Unfortunately we have not yet discovered how to work miracles, and consequently we must use our judgment and limited capacity to the best of our ability. Where there is a welfare department in connection with the business organization, the question of library service may be presented thus: The company recognizes the need for welfare work; it provides a director, teacher, education, and facilities such as class rooms, rest rooms, cafeterias, gymnasiums, and even hospital wards. Books are a property which have not been included with the material necessities for welfare work. Usually the welfare director is quick to realize that books are essential, if she is to make a direct personal contact with the employees. She comes to the library at once, because she has asked for so much equipment that she hesitates to requisition more, if she can get what she needs without cost to the firm. It remains for the library to point out the fact that books are a necessary part of welfare equipment, if the company is

prepared to carry on its welfare work intelligently. Progressive business houses such as large department stores and banks are ready to appreciate the point, and are willing to follow what advice we may give them in planning for the selection and distribution of their own books.

Service to public schools deserves more consideration than can be given here. Briefly we may point out the attitude of the public school which favors class room libraries, in contradistinction to the policy of the public library which maintains children's rooms. The school thinks that it is necessary to have class room libraries in order systematically to direct the child's course of study and reading. The library, on the other hand, attempts to extend to the child the opportunity for a broader contact with many books in a less formal atmosphere than the class room. The school claims that the library thus serves only a percentage of school children, those who want books badly enough to go out of their way to the library to get them. Librarians who are extending their service to the point of providing the schools with class room libraries, must first ask themselves: Is it impossible, because of geographical conditions, for the children to come to the library? If the school is situated at the outskirts of the library district and does not find it accessible, then of course there is every reason for placing a collection of books in that school. But if the school is within easy access to the library and the library book stock is so limited that it cannot supply every class room with a collection of books, then we have to balance our scales in order to give equal measure and fair service. The best that we can do under the circumstances is to meet the temporary needs of the earnest teacher who comes to us, lending her a collection of books which she is eager to have her children read during the school term.

The same principle for the placing of book collections may be applied to other civic, educational and welfare institutions. Among these are fire engine and police stations; settlements, orphanages and homes; prisons and reformatories, neighborhood clubs, hospitals, Y. M.'s and Y. W.'s. In sending books to institutions we assume that there will be a person to take charge and distribute them in like capacity with the teacher who distributes books in her class room. Service in prisons and hospitals is a more difficult matter. I believe that in time the library in the prison will be recognized as a necessary auxiliary for rehabilitation. Until that time comes, the public library is called upon to render what aid it can to that

part of its public that is behind prison walls. The establishment of a circulating library in a prison requires the services of a librarian. In most places at present, kind-hearted chaplains are fulfilling this obligation, distributing what books they can procure from the public library or as gifts, and often buying a particular book for a particular fellow out of their own pockets. The question naturally arises: Should the library send an assistant to distribute the books it sends to the prison? Here the library must analyze the situation with care. There is no provision for library service in the prison organization thru an educational or social agency. It devolves then upon the public library to step into the breach if possible, and while recognizing the temporary nature of its office, pave the way for the future establishment of a well organized prison library department.

The plight of the hospital is somewhat different. In most large hospitals there is a well organized social service department in charge of an experienced worker. It is her desire to make conditions as pleasant as possible for the patients, and so she welcomes what comfort books may offer. Distributing books is part of the social service of the hospital. The New York Post Graduate Hospital has recognized this fact within the past year, and has appointed a library assistant to the social service department to distribute books from the public library thruout the wards. A public library assistant is as much *de trop* here as she would be if she went into a class room and offered to distribute books for the teacher.

We must know when and where to draw the line. Libraries in their zeal to broaden their scope are continually overstepping into other provinces of social service work. We forget that our primary purpose is educational, and if we would function as adequately as we should, we must maintain this status. We must leave off being amateur missionaries if we are to become professional librarians. This does not mean that I advocate a limitation of our service. I only ask that we look straight enough and far enough ahead to appreciate the unique opportunity that is ours for promoting true library extension.

#### TO HOSPITAL LIBRARIANS

All those engaged in library service in hospitals, whether government, municipal or private, are requested to send a brief report of their work to Miss E. Kathleen Jones, Room 212 B, State House, Boston, Mass., before June 1st. Those who expect to attend the Hospital Libraries Round Table at Saratoga are asked to notify Miss Jones.

# Labor Banks in the United States

A LIST OF REFERENCES COMPILED BY LAURA A. THOMPSON  
Librarian, U. S. Department of Labor Library

"NO workers' movement of recent years has had the spectacular and galloping growth of labor banks," says the *Nation* in a recent editorial. Until the establishment of the Mt. Vernon Savings' Bank of Washington, by the International Association of Machinists in May 1920, not a single trade union bank existed in the United States. Now there are twenty such labor banks with resources of over fifty million dollars, and several more are in process of organization.

The first big commercial bank to be established by organized labor was the Brotherhood of Locomotive Engineers' Co-operative Bank opened in Cleveland in November, 1920. The lead of the locomotive engineers was soon followed by the other railway unions and this group of labor organizations has been responsible for organizing labor banks in Cincinnati, Harrisburg, Minneapolis, Pittsburg, St. Louis, Spokane and a number of other places.

The needle trades unions were the next group to take up the movement. In July, 1922, the Amalgamated Clothing Workers Union of America organized the Amalgamated Trust and Savings Bank of Chicago and in April, 1923, opened the first labor bank in New York City. In January, 1924, the International Ladies' Garment Workers' Union also opened a national bank in New York City.

An entirely different group was responsible for the organization of the Federation Trust Company which was opened in New York City in May, 1923, under the joint control of the New York State Federation of Labor, the Central Trades and Labor Council of Greater New York and the New York Building Trades Council.

## HISTORY—AIMS OF MOVEMENT

American Federation of Labor. Executive Council. Reports to the 42nd-43rd annual conventions. Washington, D. C., 1922-1923.

In the sections on credit and banking (1922, p. 72-75; 1923, p. 31-32) the executive council expressed approval of the labor-banking movement as possibly leading to "the development of a great agency for the constructive administration of credit" but warned the unions against the danger of putting an undue portion of their funds into fixed investments not subject to quick liquidation.

Banking for service. The need of labor banks for workers and farmers and the service they can render. *Locomotive Engineers' Journal*, Sept. 1920, v. 54, p. 781-782; Nov. 1920, p. 939-940.

Boeckel, Richard. Labor's money. New York: Harcourt, 1923. 181 p.

Contents: The first experiment; The outgrowth of

the Norfolk experiment; The demand for new trade union methods; Trade unions and trusts; Why labor wants control; Where control lies and why; How labor finances its opponents; Workers' banks; Farmers' money and farmers' banks; Organization of workers' banks; Banking for service; Control through credit; Control through investment; The consequences of democratic finance; The workmen as stockholder; Buying control; Redirecting capitalism.

Chase, Stuart. Labor banks and the workers' health. *Advance*. (Official organ of Amalgamated Clothing Workers of America). April 13, 1923, v. 7, p. 7.

Clark, Bert. How to help labor banking. *Advance*. June 15, 1923, v. 7, p. 5.

Cooperative banks for labor. *Literary Digest*. April 17, 1920, v. 65, p. 165.

Coyle, Albert F. Co-operative banking the key to economic power. *Advance*. April 13, 1923, v. 7, p. 45.

—The growth of co-operative banking. *Advance*. June 29, 1923, v. 7, p. 5.

Crowther, Samuel. Workers' money goes to work. *Collier's*. June 30, 1923, v. 71, p. 5-6.

Godwin, George. Labor starts banking; how American labor unions are looking after their cash. *Socialist Review*. Sept. 1923, v. 22, p. 117-119.

Gompers, Samuel. "Labor banks" O. K. but no solution [Editorial.] *American Federationist*. March 1923, v. 30, p. 252-254.

Harrington, John W. Labor banks and capitalism. *Bankers' Magazine*. Sept. 1923, v. 107, p. 344-348.

A discussion of the main distinctions between "labor" and capitalist banks.

Herwitz, H. K. Three years of labor banking. *Advance*. April 13, 1923, v. 7, p. 9.

Howe, Frederic C. Banks for labor and socialized credit. *Advance*. April 13, 1923, v. 7, p. 8.

—Organized labor takes up banking. Control of credit and what can be done with it. *Labor Age*. June 1922, v. 11, p. 5-8.

Discusses some of the influences at work in the labor movement which explain the interest of labor organizations in banking.

Labor and its money. *Nation*. Nov. 14, 1923, p. 545.

Labor as banker. *Independent*. Feb. 3, 1923, v. 110 p. 82.

Labor banks. *Outlook*. Sept. 27, 1922, v. 132, p. 137-138.

Labor banks. *New Republic*. Feb. 7, 1923, v. 33, p. 268-269.

Labor banks. *Commercial and Financial Chronicle*. Nov. 25, 1922, v. 115, p. 2309; Feb. 3, May 5, May 12, 1923, v. 116, p. 450-1, 1944, 2090-2091.

Labor banks in the United States. *Monthly Labor Review*. April 1923, p. 162-163.

Table giving the labor banks established or projected with the name of organizing or controlling body and the capital stock. Reprinted in part in the *New York Times*, May 21, 1923.

Labor enters the banking business. *Literary Digest*. July 24, 1920, v. 66, p. 92+

Labor in the banking world. *Freeman*. Feb. 21, 1923, v. 6, p. 557-558.

Labor turning capitalist. *Literary Digest*. Feb. 3, 1923, v. 76, p. 10.

Includes comment from leading newspapers on the significance of the labor banking movement with

particular reference to the purchase of an interest in the Empire Trust Co.  
 Labor's own Wall Street. *Nation*. Feb. 7, 1923, v. 116, p. 139-140.

Editorial on the purchase of a "substantial interest" in the Empire Trust Co. by the Brotherhood of Locomotive Engineers and of the plans for the establishment of the Federation Bank in New York City. Regards the rapid development of labor banks as a recognition by labor of the key importance of credit in industrial struggles.

Labor and cooperative banks. *Industrial and Labour Information* (Geneva). May 4, 1923, p. 24-26.

Labour banks in the United States. *Labour Gazette* (Canada). Jan. 1924, v. 24, p. 6.

Liberals organize bank committee. *Advance*. June 8, 1923, v. 7, p. 8.

On the organization and membership of a public committee on labor banks for the purpose of making known to professional and business men and women the objects and methods of labor banks with a view to securing for them popular support outside the labor movement.

Long, Cedric. Labor banks and cooperative credit unions. *Survey*. Feb. 15, 1923, v. 49, p. 632-633.

A brief account of the development of labor banks in the United States and of some of their special features.

McCaleb, Walter F. Growth and future of the union labor bank. *Chicago Banker*. June 2, 1923, p. 9-10+

— Labor banking: report presented to the third Co-operative Congress. *Co-operation*. May 1923, v. 9, p. 76-80.

Moffett, L. W. Labor unions in the field of banking. *Iron Age*. Oct. 18, 1923, v. 112, p. 1039+

Organized labor dips into finance. Bloomfield's Industrial Information Service. July 14, 1921, p. 5-6.

Organized labor goes into banking on a big scale. *Current Opinion*. Oct. 1922, v. 73, p. 530-531.

Peterson, Leroy. Labor bank movement. *Bankers' Magazine*. March 1923, v. 106, p. 474-477.

Proposed labor union bank. *Bankers' Magazine*. May 1921, v. 102, p. 716-718.

Rushmore, Ralph. Is labor turning capitalist? Amazing growth of labor-banking; looking back of the Empire Trust deal; can they get together? *Magazine of Wall Street*. Feb. 17, 1923, v. 31, p. 688-689, 759-760.

Saposs, David. Labor banks and labor movement. *American Labor Monthly*. June 1923, p. 40-43.

— Labor banks and trade union capitalism. *American Review*. Sept. 1923, v. 1, p. 534-539.

Some recent press comments on labor banks. *Advance*. March 23, 1923, v. 7, p. 10-11.

Soule, George. Labor as banker. *Atlantic Monthly*. June 1923, v. 131, p. 815-819.

A sympathetic discussion of some of the aims and possibilities of the labor banking movement.

Stone, Warren S. The purpose of cooperative banking. *Advance*. April 13, 1923, v. 7, p. 5.

Taylor, Mary. Labor banks in America. *Labour Magazine* (London). Oct. 1923, v. 2, p. 260-263.

Reviews the history of the movement and discusses the organization and distinctive features of labor banks.

Tead, Ordway. Labor's money. *Survey*. Nov. 15, 1923, p. 228-229. A review of "Labor's Money" by Richard Boeckel.

Two points of view on labor as banker: is labor growing too conservative? *Bloomfield's Labor Digest*. March 10, 1923, p. 1454.

"Union" bank as harmonizer between finance and labor. *Annalist*. July 5, 1920, p. 5.

Wolman, Leo. The promise of labor banking. *New*

*Republic*. Dec. 19, 1923, v. 37, p. 89-91. Includes a list of labor banks organized.

Wright, Chester M. Labour banks. *Industrial and Labour Information* (Geneva). June 29, 1923, p. 2-9.

An account of the organization and development of labor banks, with the views of leading members of the American Federation of Labor on the potentialities and significance of the movement. Includes list of banks.

Young, James C. Labor banks. *Savings Bank Journal*. June 1923, p. 209-211.

A brief review of the labor-banking movement.

#### ACCOUNTS OF INDIVIDUAL BANKS

Amalgamated Trust and Savings Bank, Chicago. Condensed statement of condition as made to the Auditor of Public Accounts at close of business, April 3, 1923. *Advance*. July 20, 1923, p. 8.

— Redheffer, R. L. The Amalgamated Trust and Savings Bank—a record of progress. *Advance*. April 13, 1923, p. 4.

— First birthday of the Amalgamated Trust and Savings Bank. *Advance*. July 6, 1923, p. 1-7.

Amalgamated Bank of New York opens. *Advance*. April 13, 1923, p. 6; April 20, 1923, p. 1, 8.

An account of the opening ceremonies and speeches is given also in the *New York Times* April 15, 1923, p. 1.

Amalgamated Bank of New York. Condensed statement of condition at close of business, Aug. 14, 1923. *Advance*. Aug. 31, 1923, p. 8.

— Potofsky, J. S. What we need to do to make our new bank a success. *Advance*. Mar. 2, 1923, p. 1, 12.

— The Amalgamated Bank of New York after six months. *Advance*. Oct. 26, 1923, p. 5.

— Deposits increased tenfold in New York Amalgamated bank. *Advance*. Jan. 25, 1924, p. 1, 6.

B. of L. E. Co-operative National Bank of Cleveland. *Locomotive Engineers' Journal*. Dec. 1920, v. 54, p. 1010-1012.

Official statement giving plan of organization and business policy. An earlier statement addressed to members of the brotherhood is in same journal for Aug. 1920, p. 707-709.

— B. L. E. co-operative bank is open for business. First institution of its kind in the United States. *Labor*. Nov. 6, 1920, p. 1-2.

— Brotherhood bank makes its bow. *Literary Digest*. Nov. 20, 1920, v. 67, p. 124-125.

— McCaleb, Walter F. Report of progress of B. L. E. Co-operative National Bank to date, and what it promises for the future. *Locomotive Engineers' Journal*. Feb. 1922, v. 56, p. 131-132.

— Engineers' co-operative national bank expands. *Locomotive Engineers' Journal*. Oct. 1922, v. 56, p. 739-740+

— Co-operative national bank of the Brotherhood of Locomotive Engineers. (In Bergengren, R. F. Co-operative banking: a credit union book. New York 1923, p. 122-124.

— Peterson, Leroy. National bank owned by a labor union. *Bankers' Magazine*. July 1922, v. 105, p. 51-54.

— Banking activities of the Brotherhood of locomotive engineers. *Railway Review*. Sept. 1, 1923, v. 73, p. 298-299.

Co-operative banking to penetrate Boston. *Locomotive Engineers' Journal*. v. 57, Sept. 1923, v. 57, p. 733.

On the plans of the railway telegraphers.

Engineers open bank in New York City. More than million dollars deposited on first day and 3000 separate accounts. *Labor*. Jan. 5, 1923, p. 1.



Federation Bank of New York. *American Labor World*. Dec. 1923, v. 24, p. 16.

—Another labor bank. *Outlook*. May 30, 1923, v. 134, p. 71.

International bank opens in a blaze of glory. *Justice* (Organ of International Ladies' Garment Workers' Union). Jan. 11, 1924, p. 2.

An account of the opening and plans of this bank is given also in the *Christian Science Monitor*, Jan. 5, 1924, p. 8.

—Greetings to Engineer and International banks. *Advance*. Jan. 4, 1924, p. 4.

Includes list of the labor banks organized within the last four years.

People's state bank of Hammond, Ind. *Locomotive Engineers' Journal*. Dec. 1921, v. 55, p. 1002.

Railway clerks to open bank today [Cincinnati]. *East Bay Labor Journal*. Dec. 15, 1923, p. 1.

Telegraphers' bank is made city custodian [St. Louis]. *Labor*. Jan. 5, 1924, p. 1.

—Million and a half deposited in new labor bank. *Locomotive Engineers' Journal*. Aug. 1923, v. 57, p. 650.

## The Public Library Building Plan\*

THE plan of the successful public library of today is one evolved by sympathetic architect and librarian who understand the community and who have the skill to create a building which shall express the spirit and the service of a true library. It is not made by an apprentice architect or patched together by donor or trustees from features lifted bodily from other more or less successful library build-

ings. The purpose of a modern public library building is to house a plant organized for rendering trained information service, for distribution of books intelligently selected for recreation and inspiration, for offering a common intellectual meeting ground to the entire community, for teaching the value of print and encouraging the use of it. Anything which is not essentially concerned with the use of print has no place in a library building. Such activities as reading clubs, lecture courses, exhibitions, and Americanization classes do have their place. The same type of service is rendered in small towns and large cities. The

\* Summary of articles by John Adams Lowe, assistant librarian of the Brooklyn (N. Y.) Public Library in the *Architectural Forum* for January and February 1924. Used by permission of the *Forum* to which we are also indebted for the use of the cuts here reproduced.



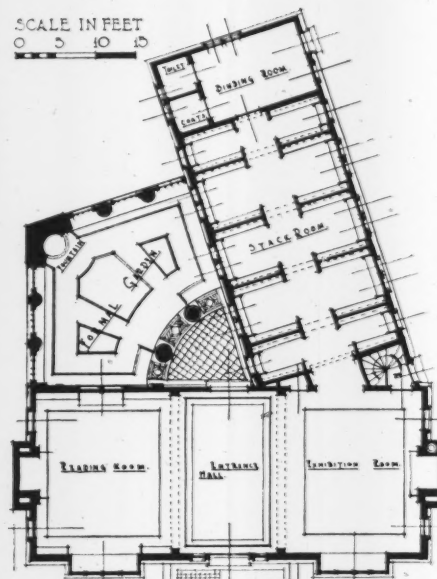
THE GOSHEN LIBRARY AND HISTORICAL SOCIETY BUILDING, GOSHEN, N. Y., DESIGNED BY HUSE TEMPLETON BLANCHARD. THE FIRST FLOOR PLAN IS GIVEN ON P. 285

chief difference lies in the amount of service given.

No hard and fast rules have been laid down for the library building plan. The conventional plan has generally been followed, and the single-storied building over a high basement has become general. It is agreed that the greater part of the work must be conveniently arranged for one floor, and wherever land is available it is considered unwise to build into the air. Wherever a second story is demanded, the rooms less frequently used by the public may be planned there.

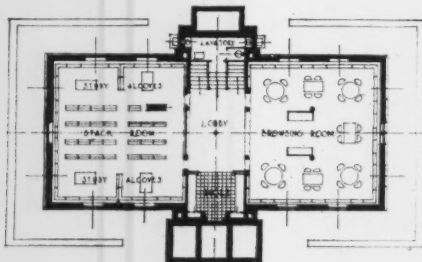
Spacing on the main floor of a small library building having an area of approximately 2,000 square feet might be divided in these proportions: delivery room, 225 to 275 square feet; general book room, 400 to 450 square feet (book capacity 2,000 to 2,500 volumes); adult reading room, 375 to 425 square feet (book capacity 2,000 to 2,500 volumes); 20; reference room, 275 to 300 square feet (book capacity 1,000 volumes, seating capacity 10); children's reading room, 475 to 500 square feet (capacity 2,000 volumes, seating capacity 20); librarian's office and workroom, 175 to 200 square feet (capacity 500 volumes). By "room" is meant space devoted to the purpose designated rather than an area enclosed within partitions. An auditorium with a platform and small dressing room (1,000 square feet, seating capacity 150) and a local historical museum (400 to 450 square feet) would presumably be included in such a building. In larger buildings the spaces would be increased essentially in the same proportions, with possibly a study room, a staff rest room, a workroom and a club room or two added to the general requirements. The size of staff and the probability of club work being carried on should be carefully considered before space is cut up into club rooms.

SCALE IN FEET  
0 5 10 15

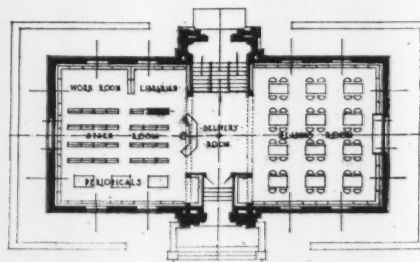


FIRST FLOOR PLAN OF THE EASTHAMPTON (L. I.) LIBRARY, DESIGNED BY AYMAR EMBURY II

The delivery room presents several problems, space, location, administration and light being chief. The location is more or less determined by its necessary proximity to the entrance. It should be sufficiently separated from reading and reference rooms so that noise and confusion caused by people returning and drawing books will not disturb readers. A wide, open space will be required between the delivery desk and all adjoining rooms to give sufficient opportunity for oversight and proper light. Card catalog, bulletin boards, tables or shelves for display of books and a bench or a chair



BASEMENT FLOOR PLAN



FIRST FLOOR PLAN

BUILDING TO BE DEVELOPED IN BRICK AND LIMESTONE, INTERIOR WALLS PLASTERED, FINISH OF OAK. ABOUT 25,000 VOLUMES. PROVISION IS MADE FOR "STUDY ALCOVES."  
PLANNED TO COST \$40,000 OR 50 CENTS A CUBIC FOOT

or two for persons waiting for books are provided for here. The librarian in a small building should have an unbroken view of the floor, delivery space, reading room, children's room and reference room. To amplify the one-man plan for larger buildings leads to an illogical and incongruous situation. One person cannot be expected to maintain the same supervision. In the larger library a staff member will be assigned to the other rooms in any event. The delivery room may well be separated from the reading and children's rooms. It should be planned solely with the purpose of handling a crowd quickly and without confusion or noise. Patrons returning books should come to one side of the desk to return books and go out at the other side, where books are charged. The loan desk, according to the bent of the individual librarian, may be relegated to an inconspicuous position at the side of the main entrance, or may occupy the centre of attention in the midst of book exhibits arranged to attract the reader.

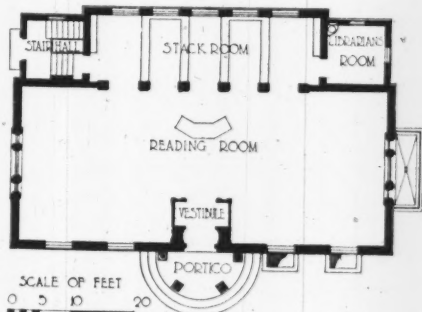
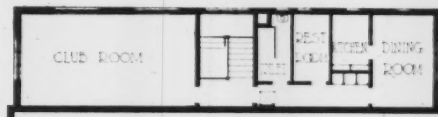
A north light tempered with a northeast or northwest exposure is best for a reading room, and curtains and draperies should be used to soften the daylight when an ideal exposure cannot be had. Some reading-rooms in which wall shelving was necessary have been lighted by large windows chiefly on one side, and by small windows over the bookcases.

Some day a clever architect will design a library interior that will contain a genuine

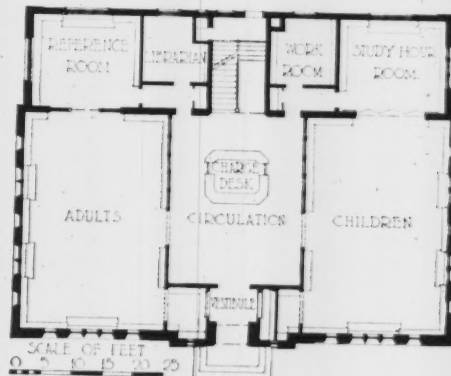


DETAIL FROM THE EASTHAMPTON (L. I.) LIBRARY. FOR FIRST FLOOR PLAN SEE OPPOSITE PAGE

reading room. He will find ways of arranging window seats, and wall lounges, with lights



FIRST FLOOR PLAN OF THE GOSHEN (N. Y.) LIBRARY



FIRST FLOOR AND MEZZANINE OF THE SCHOOLCRAFT BRANCH AT DETROIT

conveniently located for reading. He may have small alcoves to encourage privacy. He will furnish his reading room with rugs, the long-wearing varieties which come in acceptable patterns; with draperies at the windows, not brocaded satin and velours, but cotton cloth, muslin, sun-fast fabrics which can be readily washed; with a variety of comfortable chairs, and floor-lamps and table lamps with shades that function and focus the light when it is needed; and with tables, but tables which have use and meaning in reading. Discipline may be hard in such a room. Loafers of all grades of intelligence would have to be taught the value of the room and shown how to use it or leave it. But in the meantime someone may be encouraged to read, to do more than turn magazine pages, may possibly get the library habit, and may even come into a realization of what a friend a book can be if one has half a chance to get acquainted with it."

A reference room for study only, where absolute silence and seclusion is the rule, is another desideratum. There will be small separate desks and a chair to each, with a shelf nearby for a few books indispensable to the student's work. An attendant should be in charge at all times, with, placed in the wall near her desk, a vertical file, and shelving for oversized books like atlases, encyclopedias, and the latest bound copies of magazines.

The children's room need not be planned with conjunction with any room used by the adults, when it has its own catalog and reference collection. An eastern or southeastern exposure is good here, for the force of the sun will be gone in the afternoon. Some librarians insist upon a western exposure in order that the room may be flooded with light when the children are present. If adequate space cannot be planned on the main floor it is the best plan to put the children's room upstairs.

The librarian's room must be shut off from the rest of the building. An easterly exposure is not best, as the room is used almost entirely in the morning. It should contain ample space for a desk and table, a wash basin, coat closet, supply cupboard, and wall shelving. A workroom and a staff rest room will be added as the size of the staff warrants it. A lift from the unpacking room in the basement is a convenience. A toilet room and lavatory either here or in the basement must be provided.

The basement, built at least five and a half feet above the ground, and ten feet in the cellar, will contain a hall connecting the main stairways with a side entrance; the auditorium and possibly class and club rooms adjoining; a

storage room for books not in constant use; a workroom for unpacking books, sorting magazines, etc.; boiler room; fuel room; janitor's storage room for chairs, screens and double windows. The basement must be absolutely dry, well lighted and readily heated.

Systems of forced ventilation are out of the question in a small building or in any building in the open country. One must depend entirely upon flues, windows and fireplaces. Windows should be easily opened and should slide up and down and not swing on hinges or operate with transom rods or chain fastenings.

For the shelving capacity of the walls of the reading rooms, when it is planned to store the books most used here, it is well to count on eight books to the running foot. One-third of each shelf should remain vacant to avoid constant shifting of books when new ones are added. The cases are usually built seven shelves high, having a capacity of 56 volumes to the foot for wall shelving, and 112 volumes a foot for the double-faced cases. This is practically full capacity when oversized books are taken into consideration. In small buildings all books should be placed on wall shelves. Stacks should not be installed in buildings containing book collections of less than 10,000 volumes. If it is necessary to install steel stacks and it is probable that the book collection will grow sufficiently to warrant a second tier of stacks, it is of the utmost importance that the foundations and supports of the first tier be strong enough to carry the load of the second tier, and also that ample space be left between the top shelves of the first tier and the ceiling to place the second tier.

The number of persons constituting the staff will have an important bearing on the plan. Experience seems to show that it is not wise to expect one attendant to administer a library with any degree of satisfaction in a building having a main floor area of more than 3,600 square feet, a total annual circulation of 50,000 volumes, and a book collection of 10,000 volumes.

The fire hazards of libraries depend less upon general construction than on mechanical equipment. The ordinary small city or town library does not possess book treasures of sufficient value to warrant the expense of fire-proof construction. "For these reasons people are asking for wood and are insisting that Greek temples and Roman palaces executed in cheap brick and poorly mixed concrete, ornamented with ill-shaped, crudely painted iron, have no place in comparison with simple, charming buildings frankly and honestly built of wood."



# THE LIBRARY JOURNAL

TWICE-A-MONTH

MARCH 15, 1924



IT was a happy day for library progress when President McKinley expressed his personal desire to appoint a trained librarian, instead of the pressing candidates, as librarian of Congress, and added that it would give him peculiar gratification to name Herbert Putnam. That word from the President of the United States was taken as a command, which was honored by Mr. Putnam, tho with reluctance to leave Boston and his post at its great Public Library.

The history of the development of the national library since he took control, twenty-five years ago this month, abundantly justifies the appointment, for it is the universal opinion that no one in the whole country could have used the great opportunities of that post to better advantage. This history is sketched elsewhere and furnishes the best monument which anyone could build for him. It is to be regretted that the limitations of the position in respect alike to the appropriations for the far-reaching work of the Library and for personnel salary have made the post one of perplexities and sacrifice instead of one in which there were full support and a free hand, but these very limitations have made Dr. Putnam's success the more noteworthy and honorable. The Library of Congress now ranks third among national libraries in its extent, and first of all in the variety and usefulness of its service, to its governmental constituency, to scholars, to libraries throughout the country and to the public generally

ONE of the chief services, a unique example not yet followed by other national libraries, is the catalog card system by which our own national library has been furnished with the best possible catalog for its own use and has afforded to other libraries a standard which most could not have reached for themselves and which is an economy to all. It is impossible to estimate what is the actual saving to American libraries from this national

service, and indeed it is beyond accounting. It has furnished to the great regional libraries a repertoire of the highest usefulness and to the smallest library among the thousands which avail themselves of the system, cards which can be slipped into their catalog cases for the mere cost of the card itself and at the least trouble and expense to the little library. The saving is cloaked by the fact that it is not usually possible to save an entire salary by use of the L. C. cards, but, on the other hand, the time of the librarian or staff is saved for uses more evidently helpful to the public. A house of cards would not be thought an enduring monument, but this is one which is in itself a tribute to the Librarian of Congress and this department of the national library.

EVERY bit of added information regarding the library situation in Russia, such as Madame Haffkin-Hamburger furnishes in this issue, makes more clear the achievements of the Soviet in intellectual relations. It was not supposed that the intellectuals, who are a recognized class throughout the Russian federation, have much part in the government, but the results seem to show that Soviet officialdom is either constituted in a great part of this class or has its full co-operation in what it is working out. Everyone who knows Russia at all recognizes its enormous potentiality in all sorts of directions, likely to be in the future, when its form of government is finally developed, a strong rival in wholesome competition with our own great country. Despite all criticism, what has been accomplished in some respects under the Soviet government must command admiration.

Mr. Lydenberg, it may be added, has returned from Russia and the adjoining countries after arranging for a full collection of Slavic and cognate publications during and since the world war, and with an intense interest and delight in the achievements which he observed in those lands.

---

## CURRENT LITERATURE AND BIBLIOGRAPHY

---

A useful bibliography of twenty pages on Bridging the Hudson at New York City may be obtained upon request to the Municipal Reference Library, 512 Municipal Building, New York City, for twenty-five cents.

The 7th edition of the "Gold Star List of American Fiction 1821-1924," issued by the Syracuse Public Library, brings the collection down to include books published as late as last month. The list contains 500 titles classified by subjects and annotated.

The Boston Public Library had adopted a new way of listing its current accessions. Instead of the lists published in the Quarterly Bulletin and the weekly list of new books, which for some time have been published side by side, a monthly list restricted to titles of books of popular interest will be published.

"A Tentative Decimal Classification and System of Subject Headings for the Literature of Business," With Special Reference to Advertising, Selling, Store Management and Banking, compiled for the use of the Editorial Staff of the "Business Digest" by Fremont Rider, forms a companion volume to his "System of Subject Headings For the Literature of Military Science" published in 1922. A review will be given in an early number of the Journal. (New York, Cumulative Digest Corporation, \$10).

"Selected Pictures 1923-24" is the ninth annual catalog issued by the National Committee for Better Films as an aid to schools, churches, libraries, etc. The information given includes the distributor, number of reels, players featured, a short description and the literary or dramatic source. Pictures of outstanding merit are marked with an asterisk and there are over 322 pictures listed as especially suitable for the family program and boys' and girls' performances, while films rather for the mature are also specially marked.

The Crozer Quarterly, issued by the Faculty of the Crozer Theological Seminary, aims to familiarize the reader with results of investigation in Biblical and historical and theological subjects and will from time to time present surveys of recent literature in various fields of theological learning. Volume 1, No. 1, 1924, contains papers on "Protestantism and the New Testament," "Preaching Values of the Old Testament," "Legalism in the Churches of Paul's Day," "Some Fundamental Doctrines in the Light of Evolution," "Archaeological and Critical Notes" and a 20-page book section devoted

to book reviews, as well as one on current discussions.

The first number of a library journal entitled *The Red Librarian* was published in Moscow in October. The table of contents lists articles varying in length from one to thirteen pages. These include articles on "The past and the future of library work in Russia," "Library Work among Children," "Characteristics of Peasant-readers," "Experience in Studying Marxian Literature," "Library Work Abroad," "The Librarians and the Soviet Press," "Influence of the N. E. P. (New Economic Policy) upon the Libraries in Perm," "Library Work in Siberia," "Library Work in the Red Army," etc.

"A Guide to Literature of Home and Family Life," a classified bibliography for home economics with use and content annotations, compiled by Annie Isabel Robertson, teacher of Home Economics at the Hartford Public High School, has just been published by the J. B. Lippincott Co. The books listed have been selected from over five thousand examined. Practically all titles have been published since 1900 and the majority since 1910. Suggestions were secured from 500 questionnaires sent to teachers of home economics, social workers and home makers. Adaptations are based on analysis of age classification of children, a comparison of ages and grades and the study of the types of books borrowed by children from the library. Among Miss Robertson's acknowledgments to librarians who have assisted is one to her sister, Florence R. Robertson, Librarian of the Branches of the Hartford (Conn.) Public Library. (Lippincott, 284p. O).

---

## LIBRARY CALENDAR

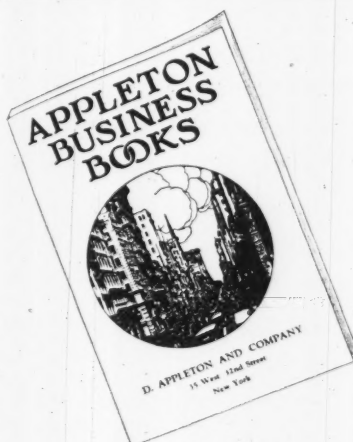
---

April 3. At the Twentieth Century Club, 3 Joy St. Boston. Boston Catalogers Group dinner. Reservations should reach Clara P. Briggs, Harvard College Library before April 1.

May 2-3. At Atlantic City. Headquarters at the Hotel Chelsea. Twenty-eighth joint meeting of the New Jersey Library Association and the Pennsylvania Library Club.

June 30-July 5. At Saratoga Springs, N. Y. Forty-sixth annual conference of the American Library Association and affiliated organizations.

Aug. 25-27. At Victoria, B. C. Fifteenth annual conference of the Pacific Northwest Library Association.  
Sept. 22-27. At the Lake Placid Club, Essex County, N. Y. New York Library Association Week.



Send for the new booklet containing descriptions of Appleton Business Books—practical volumes in all fields. When you think of business books think of Appleton's!

#### Recent Publications

#### **ELEMENTS OF RETAILING**

By Ruth Leigh. Introductory information on all the problems of the retailer. \$2.00

#### **ADVERTISING FOR THE RETAILER**

By Lloyd Dallas Herrold. All the advertising the retailer does. \$5.00

#### **THE COMMUNITY NEWSPAPER**

By E. P. Harris and F. H. Hooke. Making a local newspaper a community service. \$2.50

#### New Revised Editions of Standard Works

#### **FUNDS AND THEIR USES.**

By F. A. Cleveland. \$3.00

#### **MONEY AND BANKING.**

By J. T. Holdsworth. \$3.00

#### **TRADE UNIONISM IN THE UNITED STATES.**

By R. F. Hoxie. \$3.00

#### **AGRICULTURAL COMMERCE.**

By G. G. Huebner. \$3.00

#### **LIFE INSURANCE.**

By S. S. Huebner. \$2.75

#### **MODERN INDUSTRIALISM.**

By F. L. McVey. \$2.50

#### **CORPORATION FINANCE.**

By E. S. Mead. \$3.00

# APPLETON

## Business - - Books

#### Recent Publications

#### **MAKING LETTERS PAY**

By Edward H. Schulze. A system, based on actual use, for making business letters produce better results, in less time, at lower cost. \$5.00

#### **THE BUSINESS LETTER**

By Carl A. Naether. Problems which train one in the habit of writing good business letters. \$4.00

#### **EQUIPMENT OBLIGATIONS**

By Kenneth Duncan. Complete exposition of a new phase of corporation finance. \$3.50

#### **THE ECONOMICS OF A FOOD SUPPLY**

By W. O. Hedrick. Explains fully the means by which the food supply reaches the consumer. \$2.50

#### **CREATIVE SELLING**

By Charles Henry Mackintosh. A keen exposition of how to successfully sell your product, service, idea, etc. \$1.50

#### **MAKING OF AN EXECUTIVE**

By A. Hamilton Church. Personal development of executive ability. \$3.50

#### **ORIENTAL TRADE METHODS**

By Frank R. Eldridge. Technique of trading with the Orient. \$3.00

#### **REAL ESTATE: In all its Branches**

By Felix Isman. Popular analysis of what to buy and what not to buy. \$1.50

#### **COTTON AND THE COTTON MARKET**

By W. Hustace Hubbard. Cotton production and marketing. \$3.50

#### **ECONOMICS OF MOTOR TRANSPORTATION**

By George W. Grupp. Installation and operation of trucks and buses. \$4.00

#### **FEDERAL INCOME TAXES**

By E. E. Rossmore, C. P. A. (N. Y.) The 467 problems and solutions in this book show exactly how to answer every question of individual, partnership, and corporation income tax statement. A weapon if your statement is questioned. \$6.00

# D. APPLETON AND COMPANY

35 West 32nd Street, New York



25 Bedford Street, London

## AMONG LIBRARIANS

The following abbreviations are used:

- A. Library School of the Carnegie Library of Atlanta.
- C.P. Carnegie Library School of Pittsburgh.
- D. Drexel Library School.
- Ill. University of Illinois Library School.
- L.A. Library School of the Los Angeles Public Library.
- N.Y.P.L. Library School of the New York Public Library.
- N.Y.S. New York State Library School.
- P. Pratt Institute School of Library Science.
- R. Riverside Library School.
- S. Simmons College School of Library Science.
- S.L. St. Louis Library School.
- Syr. Syracuse University Library School.
- U.C. University of California Course in Library Science.
- W.R. Western Reserve Library School.
- Wis. Wisconsin University Library School.
- Wash. University of Washington Library School.

AHERN, Ruby K., appointed librarian, U. S. Veterans' Hospital No. 62, Augusta, Ga.

ANNABLE, Dorothy, 1918 S., appointed librarian of the Public Library of Walpole, Massachusetts.

BURGESS, Alice, 1914 C. P., Children's Librarian at the St. Joseph (Mo.) Public Library has resigned to take charge of children's work in Long Beach, Calif.

CLARK, Sylvia, of the reference department of the Library Association of Portland, Ore., and formerly of the Hanover Library of Hanover, N. H., appointed reference librarian of the Tacoma (Wash.) Public Library.

DUNBAR, Ralph M., for the past four years field librarian, Bureau of Navigation, U. S. Navy Department, with headquarters at Brooklyn, and previously for six years with the Brooklyn Public Library, becomes assistant librarian of the Iowa State College Library, April 8.

EASTON, Valeria, 1914 Wis., is now librarian, U. S. Veterans' Hospital No. 60, Oteen, N. C., to succeed Helen Harris resigned.

ENDICOTT, Edward, a blind lawyer, singer and book-lover, early in February joined the staff of the St. Louis Public Library to "sell" the library to the blind people of St. Louis. The experiment has so far worked excellently, considerably more books having been taken out than usual by blind readers. Mr. Endicott's interest does not end with his library activities. He is working also to establish a literary and musical society.

FOLEY, Edna H., appointed librarian, U. S. Veterans' Hospital No. 90, Muskogee, Okla.

GRAHAM, Mrs. Mary B., appointed assistant librarian, U. S. Veterans' Hospital No. 24, Palo Alto, Calif.

HANSEN, Agnes, 1913-14 P., head of the foreign division of the Seattle Public Library appointed lecturer on foreign literature at the University of Washington Library School.

KELLEY, Grace, chief classifier of the John Crerar Library of Chicago, has been granted a year's leave of absence for travel and study in Europe, beginning April. Six weeks will be spent in a study of the system of classification in the Science Library of the Science Museum in South Kensington, London. Further plans include attendance at the International Conference of University Women in Christiania in July; then Switzerland, Italy and France.

LENART, Elta, 1916-17, N. Y. P. L., appointed librarian, National Association of Real Estate Boards, 1418 Consumers Building, Chicago.

LYDENBERG, Harry M., reference librarian, and Avrahm Yarmolinsky, chief of the Slavonic Division, of the New York Public Library, have returned from an extended visit to Russia where they made arrangements for the purchase of contemporary publications for the Library. Mr. Lydenberg will tell something of present-day library conditions in Russia in an early number of the LIBRARY JOURNAL.

MACPHERSON, Harriet Dorothy, 1917 N. Y. P. L., revisor in science, cataloging department of Columbia University Library, appointed chief cataloger in the library of the College of the City of New York. She is succeeded by Catherine Campbell of the University of Michigan Library.

POMEROY, Elizabeth, appointed to Central Office, U. S. Veterans' Bureau, Washington, D. C., Chief of the Library Unit, Hospital Library Service.

SHAW, May E., librarian of the Dayton Street Branch of the Cincinnati Public Library, appointed librarian of the Ensley (Ala.) Public Library.

STEELE, Elizabeth K., 1909 W. R., since 1910 librarian of the Lorain (Ohio) Public Library appointed head of the Music Department of the Detroit Public Library.

WIGGINS, Theodore DuBois, 1918-20, N. Y. P. L., appointed librarian, *New York Times*.



*A Mystery Detective Story that Will Please the Intelligent Reader*

## CROOKED LANES

By

Rupert Sargent Holland

"Crooked Lanes" is an excellent example of the mystery-detective story at its best. Well written, ingeniously planned, appealing in characters and situation, with a rare restraint in its use of melodrama. The quality of all of the mystery stories by Mr. Holland ("Crooked Lanes" is his fourth) commends itself to the discriminating librarian. Price \$2.00.

*A New and Completely Revised Edition of this Authoritative Work*

## GUIDE BOOK to CHILDHOOD

By

William Byron Forbush, Ph. D.

Dr. Forbush has made an entire revision of his popular guide book on the development of the child—physically, mentally and morally, charts, suggestions and references are included, making the book a concise encyclopedia upon the subject. Price \$2.50.

**GEORGE W. JACOBS & COMPANY**

PUBLISHERS :: PHILADELPHIA

---

## PUTNAM'S' LIBRARY DEPARTMENT

OFFERS ALL LIBRARIES AN OPPORTUNITY TO SECURE

**ALL BOOKS OF ALL PUBLISHERS**

FROM ONE SOURCE

All orders are filled quickly, intelligently and accurately; back orders are carefully followed up; completeness and exactness of service are emphasized.

Being the only American house handling library business that has its own London branch store, we can supply English books as easily as American, and *duty-free*.

A SATISFIED LIBRARIAN \* WRITES: *The promptness with which we have been able to get books to our public, especially those requested for purchase, is entirely due to the good service which you have been giving us.*

\* Name upon request.

Inquire about our simple order system



**Putnam's' Library Department**

2 West 45th Street, New York City  
Just West of 5th Avenue

---

## IN THE LIBRARY WORLD

### LIBRARY ACTIVITIES IN RUSSIA

**A** COMMUNICATION from Mme. L. Haffkin Hamburger, principal of the State Institute for Library Science in Moscow, gives news of the improving status of librarians in Russia and of plans for increasing activity in the library and book world.

A meeting of Moscow librarians held November 25 was addressed by Harry M. Lydenberg and Avrahm Yarmolinsky of the New York Public Library. The All-Union library convocation, which was postponed last year for lack of means, is announced for May at Moscow, and has been called by the government. The present convocations have some features of their own: The places are distributed between separate republics of the federation, which can send a fixed number of representatives, varying from one to five. These representatives have decisive votes, all others advisory. The government meets the expenses of one hundred and twenty delegates to the meeting, while the others are locally financed. The whole number of invitations will be five or six hundred.

The International Book Company is planning an exhibit of American books, probably the first to be held in Russia, for their Moscow bookstore. The exhibition of German books last summer met with great success. Government documents can now be obtained either thru this company or thru the State Publishing Board. The New York Public Library delegates obtained a complete file.

The position of librarians in public libraries is improving, but the salaries of scholarly librarians are still extremely low, and often college graduates and trained librarians get less than their colleagues in small public libraries.

The State Institute for Library Science has had three crowded seminars this fall and winter in cataloging, classification, and library statistics. Altho obliged for the first time in five years to charge tuition fees, the Institute has had fifty to eighty-five students in each seminar.

The People's Commissariat for Education has decided that henceforth the Library of the Rumianseff Museum shall bear the name of Lenin as a memorial.

## RECENT BIBLIOGRAPHIES

### GENERAL

- Felsenthal, Emma. High school reading list. Urbana: University of Illinois Library School. 16 mm. p.  
Goodwin, E. C., Catalogue of the Library of the United States Senate. George A. Sanderson, secretary of the Senate. 1210 p.

### SUBJECT BIBLIOGRAPHIES

- ACCIDENT PREVENTION. See TRAFFIC  
AGRICULTURE. See FARM MANAGEMENT  
ARCHAEOLOGY. See BUTLER, HOWARD CROSBY  
ARTISTS  
Garesche, Edward F. Great Christian artists. Milwaukee: Bruce Pub. Co. 2 p. bibl. O. \$3.50.  
ART—STUDY AND TEACHING  
Welling, J. B. Suggestions on art education for elementary schools: report of an illustrated paper read before the American Federation of Arts. St. Louis, Mo., May 24, 1923. U. S. Bureau of Education. Bibl. (Industrial ed. circular no. 21).  
BENZOL  
National Safety Council. *Proceedings*. 1923. 168 North Michigan ave., Chicago. Bibl. of Benzol, p. 213-219.  
BRIDGES  
Couillard, Ada S., comp. Bridging the Hudson river at New York City: annotated bibliography. New York Public Library: Municipal Reference Branch. *Municipal Reference Notes*. Feb. 6, 1924. 4 p.

### BUTLER, HOWARD CROSBY

- Leach, Howard S., comp. A bibliography of Howard Crosby Butler. 1872-1922. Princeton University Library. 24 p. pap.  
CHARTER CITIES. See MUNICIPAL GOVERNMENT  
CHEMISTRY—LABORATORY MANUALS  
Jaques, Agnes F. Laboratory chemistry for girls. Heath. Bibl. D. \$1.48.  
CHINESE. See IMMIGRATION  
CHRISTIAN DOCTRINE. See THEOLOGY  
CHURCH AND EDUCATION. See RELIGIOUS EDUCATION  
COMMUNITY LIFE, RURAL. See TEXAS—SOCIAL CONDITIONS  
COOLIES. See IMMIGRATION  
CORPORATION LAW  
Formoy, R. R. Historical foundations of modern company law. London: Sweet. Bibl. 10s. 6d.  
COTTON  
Turn'n, Edna H. L. Cotton. American Book Co. 2 p. bibl. D. \$1.  
DENGUE FEVER  
Armstrong, C. Dengue fever. U. S. Public Health Service. Bibl. (Reprint no. 856; reprinted from *Public Health Reports*. Aug. 3, 1923).  
DRAMA. See SANSKRIT DRAMA  
EDUCATION. See ART—STUDY AND TEACHING; READING; RELIGIOUS EDUCATION; TEACHING.  
EUGENICS  
Holmes, Samuel J. A bibliography of eugenics. Berkeley: University of California Press. 514 p. Q. pap. apply. (Pubs. in zoology, v. 25).

Now Ready

## PUBLICATIONS of National Bureau of Economic Research, Inc.

*An organization for impartial investigations in the field of Economic, Social and Industrial Science.*

**VOLUME I, INCOME IN THE UNITED STATES.** A summary of an investigation of the Amount and Distribution of Income in the United States 1900-1919 intended for readers who are primarily interested in the results. Size 7½ by 5¼ inches, 152 pages, with preface, 20 tables, 31 charts and index. Bound in blue cloth with gold letters \$1.58 postpaid.

**VOLUME II, INCOME IN THE UNITED STATES.** A volume giving in full the methods and estimates on which the results shown in the first volume are based. In addition it goes into many details concerning particular industries. It consists of three parts: (1) Estimate by sources of production; (2) Estimate by incomes received; (3) Personal distribution of income in the United States. Size 9¼ by 6¼ inches, 425 pages, 222 tables, 35 charts and index. Bound in blue cloth with gold letters \$5.15 postpaid.

**BUSINESS CYCLES AND UNEMPLOYMENT.** Results of an investigation made for the President's Conference on Unemployment. By the staff of the Bureau with 16 collaborators. Twenty-one topics covered. This report summarizes the known facts of unemployment and describes the various methods suggested to control the business cycle and alleviate cyclical unemployment. Size 9 by 6 inches, 430 pages, illustrated with tables and charts. Bound in blue cloth with gold letters. \$4.10 postpaid.

**EMPLOYMENT HOURS AND EARNINGS IN PROSPERITY AND DEPRESSION.** Results of an inquiry conducted by the National Bureau of Economic Research, with the help of the U. S. Bureau of Markets and Crop Estimates and the Bureau of the Census, for the President's Conference on Unemployment. Designed to meet the special needs of all persons interested in the study of labor conditions. Gives full details of investigation summarized in Business Cycles and Unemployment to which it is companion volume. Size 9 x 6 inches, 150 pages, illustrated with tables and charts. Bound in blue cloth with gold letters. \$3.10 postpaid.

### FREE TO LIBRARIANS.

While the supply on hand lasts, copies of the Bureau's Research Program for 1924 will be furnished without charge to librarians mentioning this announcement. Address orders and communications to

**National Bureau of Economic  
Research, Inc.**

474 West 24th Street,

New York City

# Banking Books



Banking since the civil war—but not just uninteresting figures and facts. **THE ROMANCE AND TRAGEDY OF BANKING**, by T. P. Kane, late Deputy Comptroller of the Currency, is just exactly what its name implies—a vitally interesting TRUE STORY which is just as entertaining to laymen as to bankers.

Price \$5.00

**BANK CREDIT METHODS AND PRACTICE**, by Thomas J. Kavanaugh, is of particular interest to the student of banking, and equally interesting to the business man. It explains clearly and in detail the operation of the credit department of a modern bank, and when a business concern is, or is not, a good risk. Price \$2.50

**COMMERCIAL PAPER**, by W. H. Kniffin, Jr., shows how to properly analyze financial statements, and how to buy commercial paper. The subject of acceptances is also given careful consideration.

Price \$2.50

Anne Seward is one of the most prominent women bankers. For that reason her book, which is coming out in April, **THE WOMEN'S DEPARTMENT**, is authoritative and practical as well as keenly interesting. This is the latest addition to a series of books covering the work of every department of a bank. Price \$1.25

Now on the press—the **ENCYCLOPEDIA OF BANKING AND FINANCE**, compiled by Glenn G. Munn, defines and discusses thousands of banking and financial terms. It also contains a bibliography on all important terms and the full text of all legislation affecting banks and bankers. Write for complete details.

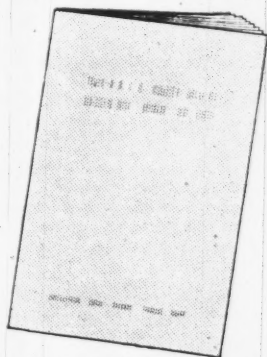
*Books on  
approval  
to  
librarians.  
—  
Write for  
catalog.*

**Bankers Publishing Company**  
71 MURRAY STREET, NEW YORK

- FARM MANAGEMENT**  
Spillman, W. J. Farm management. 15 East 26th st., New York: Orange Judd Pub. Co. Bibl. \$3.
- FEVER.** See DENGUE FEVER
- FINGER PRINTS**  
Larson, J. A. Single fingerprint system. Appleton. Bibl. \$3.50.
- FREEDOM OF THE SEAS**  
Potter, Pitman B. The freedom of the seas in history, law and politics. Longmans. 22 p. bibl. D. \$2.50.
- FRENCH LITERATURE—HISTORY AND CRITICISM**  
Butler, Kathleen T. A history of French literature. 2v. Dutton. 16 p. bibl. D. \$9 set.
- FRIENDS, SOCIETY OF**  
Sturge, Helen M. Personal religion and the service of humanity. Doran. Bibl. footnotes. D. \$1.
- GEOGRAPHY—STUDY AND TEACHING**  
Bransom, Frederick K. A bibliography of recent literature on the teaching of geography. Worcester, Mass.: Clark University. Dept. of Geography. 20 p. O. apply.
- HAWAII.** See IRRIGATION
- HEARING**  
Ogden, Robert M. Hearing. Harcourt. 8 p. bibl. O. \$3.50.
- HIGH SCHOOLS**  
Belting, Paul E. The community and its high school. Heath. Bibls. D. \$1.80.  
See also under GENERAL, ABOVE
- HOUSING**  
Simon, E. D. Houses for all. Bouverie st., London E. C.: Daily News, Ltd. Bibl. 6d. ("The new way," ser. no. 4).
- HUDSON RIVER.** See BRIDGES
- IMMIGRATION**  
Campbell, P. C. Chinese coolie emigration to countries within the British empire. London: King. Bibl. 10s. 6d.
- INDIANS**  
Osman, Eaton G. The last of a great Indian tribe; a chapter of colonial history. Chicago: Flanagan. Bibl. footnotes. D. apply.
- INSECTS—INJURIOUS AND BENEFICIAL**  
Krueger, Walter W. Insect life. Grand Rapids, Mich.: Central High School. Bibl. O.
- IOWA.** See MUNICIPAL GOVERNMENT
- IRRIGATION**  
Alexander, William P. The irrigation of sugar cane in Hawaii. Honolulu: Hawaiian Sugar Planters Assn., Experiment Station. Bibl. Q. pap. \$2.
- KU KLUX KLAN.** See SOUTHERN STATES
- LAW.** See CORPORATION LAW
- LONGSTREET, AUGUSTUS BALDWIN**  
Wade, John D. Augustus Baldwin Longstreet: a study of the development of culture in the south. Macmillan. 9 p. bibl. O. \$2.50.
- MUNICIPAL GOVERNMENT**  
Robeson, George F. The government of special charter cities in Iowa. Iowa City: State Historical Society. 24 n. bibl. O. \$2.
- NATURE.** See RELIGION AND SCIENCE
- NEW YORK (CITY).** See BRIDGES
- OIL.** See PETROLEUM
- PAINTERS.** See ARTISTS
- PATENT OFFICE.** See U. S.—PATENT OFFICE
- PETROLEUM**  
U. S. Library of Congress. Select list of references on the federal regulation of the production and distribution of oil and coal. 6 typew. p. Dec. 14, 1923. \$1. (P. A. I. S.).
- POLITICAL PARTIES**  
Brooks, Robert C. Political parties and electoral problems. Harcourt. Bibl. footnotes. O. \$3.50.
- PROTOZOLOGY**  
Hegner, Robert W., and William H. Taliaferro. Human protozoology. Macmillan. Bibl. D. \$4.50.
- PSYCHOLOGY**  
Betts, George H. The mind and its education; 3d. ed. rev. and enl. Appleton. Bibls. D. \$1.90.
- PUBLIC UTILITIES.** See SECURITIES
- PUBLICITY**  
Bernays, Edward L. Crystallizing public opinion. Liveright. Bibl. footnotes. O. \$3.
- QUAKERS.** See FRIENDS, SOCIETY OF
- READING**  
Pennell, Mary E., and Alice M. Cusack. How to teach reading. Houghton. 2 p. bibl. D. \$1.80.
- RELIGION.** See FRIENDS, SOCIETY OF; THEOLOGY
- RELIGION AND SCIENCE**  
Simpson, James Y. The spiritual interpretation of nature; new ed. rev. and rewritten. Doran. Bibl. footnotes. D. \$2.25.
- RELIGIOUS EDUCATION**  
Committee on the War and the Religious Outlook. The teaching work of the church. Association Press. 8 p. bibl. O. \$2.
- RUHR VALLEY—FRENCH OCCUPATION**  
U. S. Library of Congress. Brief list of recent references on the French occupation of the Ruhr valley (supplement to typew. list, Mar. 1, 1923). 6 typew. p. Dec. 13, 1923. 70c. (P. A. I. S.).
- SANSKRIT DRAMA**  
Harsha. Priyadarsika; a Sanskrit drama; tr. into English . . . with the text in transliteration. Columbia. 9 p. bibl. O. \$2. (Columbia Univ. Indo-Iranian ser., v. 10).
- SCIENCE AND RELIGION.** See RELIGION AND SCIENCE
- SCULPTURE—AMERICAN**  
Taft, Lorado. The history of American sculpture; new ed. rev. and with new matter. Macmillan. 12 p. bibl. Q. \$6.50.
- SEA-POWER.** See FREEDOM OF THE SEAS
- SECURITIES**  
National Electric Light Association. Service Dept. Bibliography on public utility securities and customer ownership. (1919-1923). 5 mim. p. Dec. 1923. (Bull. np. M-1).
- SEMITIC LANGUAGES—GRAMMAR**  
O'Leary, De Lacy E. Comparative grammar of the Semitic languages. Dutton. 4 p. bibl. O. \$5. (Trübner's oriental ser.).
- SHAKESPEARE, WILLIAM**  
Grison, Harris J. Shaking the dust from Shakespeare; an authentic renovation of The Merchant of Venice. New York: Cosmopolis Press. 3 p. bibl. D. \$3.
- SOCIETY OF FRIENDS.** See FRIENDS, SOCIETY OF
- SOUTHERN STATES—SOCIAL CONDITIONS**  
Tannenbaum, Frank. Darker phases of the South. Putnam. Bibl. \$2.  
See also LONGSTREET, AUGUSTUS, B.
- SOUTHWESTERN STATES.** See U. S.—HISTORY—1815-1862.
- SUGAR CANE.** See IRRIGATION
- TEACHING.** See EDUCATION
- TEXAS—SOCIAL CONDITIONS**  
Garnett, W. F. Some socially significant rural conditions: a statement of problems and tendencies for the thoughtful consideration of all forward looking Texas citizens. College Station: Texas Agri-



## Now You Can Get This Book



*"Business and  
Investment  
Forecasting"*

### *The Experience of 12 Years in this 132 Page Book*

For twelve years the Brookmire Economic Service has been furnishing definite information on business and speculative tendencies, data which accurately forecasts future conditions.

The active principles behind these years of successful operation have been collected by our President, Mr. Ray Vance, in one leather bound volume, every chapter written to help business executives and investors get their full shares of profits from business.

Men make money by being more sure than others of what they can reasonably expect; by knowing the facts; by forecasting. Now for the first time the principles behind this science of forecasting are available to you.

The book itself is a concise talk of the factors and currents which cause business expansion and contraction: the rise and fall of prices. It will help you to foresee good and bad times—to prepare for them—to take advantage of them, and in this knowledge lies the real secret of bigger profits for you.

Send the coupon now. It will bring by return mail this remarkable 132 page book, illustrated through with graphic charts—a guide to larger incomes.

## BROOKMIRE

ECONOMIC SERVICE, Inc.  
25 West 45th St., New York

Send me a copy of your 132-page book on approval. After 10 days I will either return the book to you or send \$2.00 in full payment.

Name .....

Address .....



The One  
Reference  
Work  
That Most  
Americans  
Demand

## THE NEW INTERNATIONAL ENCYCLOPAEDIA

For it is America's own encyclopaedia—made by Americans, for Americans, with a full understanding of our daily interests and needs. Recognizing this, the American Library Association has carried it for years at the head of its list of reference works and calls it

**"The best encyclopaedia for  
ready reference, and for  
libraries first in importance."**

Little wonder that the New International Encyclopaedia is the first choice in 10,000 libraries and schools—that more sets of it are used in our educational institutions than of all other encyclopaedias combined.

### **An 80-Page Descriptive Booklet Sent on Request**

It contains sample pages, illustrations and maps exactly as they are in the set itself. And it gives information you should have about the 24 volumes of this great work. Write us today (a post card will do) and this booklet will be sent you immediately.

**DODD, MEAD & COMPANY**

443 Fourth Avenue

New York

cultural and Mechanical College. Bibl. (Bull. 3d. ser., v. 9, no. 9, Rural sociology pub. no. 2).

#### THEOLOGY

Mackintosh, Hugh R. Some aspects of Christian belief. Doran, Bibl. footnotes. D. \$2.25. See also RELIGION AND SCIENCE.

#### TRAFFIC

Kelcey, G. G. Methods of study of traffic movement in relation to traffic accident prevention. Bibl. In. National Safety Council. *Proceedings*. 1923. p. 830-843.

#### UNEMPLOYMENT

Robertson, D. H. The ebb and flow of unemployment. Bouverie st., London, E. C.: Daily News, Ltd. Bibl. 6d. ("The new way" ser. no. 6).

#### UNITED STATES—BUREAU OF FOREIGN AND DOMESTIC COMMERCE

Schmeckhiser, Laurence F. and Gustavus A. Weber. The Bureau of Foreign and Domestic Commerce; its history, activities, and organization. Johns Hopkins Press. 12 p. bibl. O. \$1.

#### UNITED STATES—HISTORY—COLONIAL PERIOD

Osgood, Herbert. The American colonies in the eighteenth century. 2v. Columbia. Bibl. footnotes. O. \$5.50 each.

See also INDIANS

#### UNITED STATES—HISTORY—1815-1861

Shaw, Elton R. The conquest of the southwest. Berwyn, Ill.: Shaw Pub. Co. 4 p. bib. D. \$1.50.

#### UNITED STATES—PATENT OFFICE

Weber, Gustavus A. The Patent Office; its history, activities and organization. Johns Hopkins Press. 9 p. bibl. O. \$1. (Inst. for Govt. Research; service monographs no. 31).

#### UNITED STATES—POLITICS. See POLITICAL PARTIES

#### UNITED STATES—SENATE. See under GENERAL, ABOVE

#### UNITED STATES—SOCIAL CONDITIONS. See SOUTHERN STATES; TEXAS.

#### UNITED STATES—SOCIAL LIFE AND CUSTOMS

Neivins, Allan. American social history as recorded by British travellers. Holt. p. bibl. O. \$4.

#### WEST INDIES—GOVERNMENT AND POLITICS

Wright, Hume. Government of the West Indies. Oxford. Bibl. 10s. 6d.

#### WOMEN

Eggleston, Margaret W. Womanhood in the making. Doran. 5 p. bibl. D. \$1.50.

#### ZOOLOGY. See EUGENICS; PROTO-ZOOLOGY

Librarian, trained, college graduate, several years' experience in general library work, desires position in small or medium sized library, preferably in a Southern or Southwestern state. Available in September. R. B. 6.

Woman, college graduate with one semester's Illinois Library School training, desires position in Illinois or nearby state. Experience, three years as associate librarian in State Normal Library and one and one-half as head of small city library. R. X. 6.

Young woman, Columbia Ph.D., experienced in editorial work, translation (French, German, Russian, Spanish); research work in various fields, such as economics, history, philosophy, medicine; library and secretarial work, wants a position in any of these fields. N. K. 6.

A teacher, having had three years' work in college, three years of executive work as principal of a ward school, eight weeks' library training, besides four months' experience as a branch librarian, desires position as general assistant or helper in cataloging or in reference department. B. L. 6.

Wishing a change after ten years of successful reference and executive work in a public library of 35,000 volumes, a young woman holding an A. B. degree from a well known Northern college, as well as a certificate from the Training Class of the New York Public Library, would be willing to consider any locality which offered an attractive field. Has had experience also in a college library. Salary consideration not less than \$2,000. G. M. 6.

#### POSITIONS OFFERED

Open to young man, university graduate, Canadian born or British subject, position of assistant librarian in one of the larger Canadian public libraries. Address. W. E. 6.

The United States Civil Service Commission announces open competitive examinations for a library assistant and a library aid.

The examinations will be held thruout the country on April 23 and 24, respectively. They are to fill vacancies in the Departmental Service, at entrance salaries ranging from \$900 to \$1,400 a year, plus the increase of \$20 a month granted by Congress.

Applicants for library assistant must have graduated from a four years' high-school course; and, in addition, have had two years' training in a college of recognized standing, and one year's training in a recognized library school or at least two years' experience in a library using modern methods.

Applicants for the position of library aid must have completed four years of high-school work, or in lieu of the last two years of such high-school course, either a short course in library economy, or one year's experience in library work in a library using modern methods.

Competitors in the library assistant examination will be rated on library economy; cataloguing, classification, and bibliography; modern languages (two of the following: German, French, Italian, Spanish, Portuguese, Russian, Swedish, Dane-Norwegian); and education and experience.

Competitors in the library aid examination will be rated on general educational and clerical tests, practical questions in elementary library economy, and education, experience, and fitness.

Full information and application blanks may be obtained from the United States Civil Service Commission, Washington, D. C., or the secretary of the board of U. S. civil-service examiners at the post office or customhouse in any city.

## LIBRARY OPPORTUNITIES

*No charge is made for the insertion of notices in this department.*

*Answers should be addressed to the respective advertisers, not to the editor of the LIBRARY JOURNAL.*

*Those announcing positions open will save unnecessary correspondence by making a statement of their requirements regarding the education, sex, approximate age, health, etc., of candidates for these positions.*

#### POSITIONS WANTED

Library school graduate, with six years' experience, desires position in a New York City special library. T. H. H. 6.

Reviser-cataloguer, graduate of Eastern woman's college, experienced in Library of Congress methods, desires position, preferably in college library. A. B. 6.

College graduate with eight years' experience in normal school and university libraries wishes position in small library in Eastern or Western State. E. M. 6.

## IS IT POSSIBLE?

for any manufacturing concern to give you a high grade product at a reasonably low price unless it has scientific methods of production and enjoys a large volume of business?

## POSITIVELY NO!

We operate the largest re-binding plant in the United States with all up-to-date methods of production known to library binders and are in position to give you quality work at reasonable figures.

Write us today or send a couple of samples to be bound free.

### UNIVERSAL PUBLISHING SYNDICATE

1512-14-16-18-20 N. 13th St.,  
Philadelphia, Pa.

"The World's Greatest Economic Bookbindery."

## Let "Gaylo" End Your Paste Problems



A sample bottle of  
"Gaylo"  
is free for the asking

"I wish to tell you what a splendid paste your 'Gaylo' is," writes an enthusiastic librarian." Since the war I have tried everything I have seen advertised and they were all alike. No adhesive quality and the book pockets literally fell out of the books after a few weeks. With 'Gaylo' it's a joy to mend, and pockets stick like 'death to a nigger.' Please don't try to improve the quality of 'Gaylo' for it just can't be done.

*Gaylord Bros*  
SYRACUSE, N. Y.

## OXFORD BOOKS



### English Verse and Prose

By A. T. STRONG and R. S. WALLACE Net \$4.20

"This volume offers a representative collection of the best in English Poetry and Prose. The book is an excellent small compilation."—*Christian Science Monitor*.

### Childhood in Verse and Prose

By SUSAN MILES

Net \$3.00

This anthology brings together those passages of English Literature from the fourteenth century to the twentieth century which deal most happily with children and with childhood.

### The Poetical Works of Austin Dobson

Net \$1.50

Being the complete collected poems of Austin Dobson, containing a portrait of the author, notes, index to first lines, and Bibliographical index.

### The Genius of Spain and Other Essays

By S. DE MADARIAGA

\$3.35

A study cast in the form of literary portraits of living authors, of which the aim is to exhibit the character and genius of Spain.

## OXFORD UNIVERSITY PRESS

American Branch

35 West 32nd Street New York City

## BUSINESS LETTER PRACTICE

By John B. Opdycke

In our opinion, the first chapter of forty-six pages on *The Picture of the Business Letter* is worth the price of admission. . . . You will find that John B. Opdycke's book is especially thoro in all matters pertaining to the physical part of a letter.

—*John Howie Wright in Postage*

"The introductory symposium on business letter writing, by four leading American Captains of Commerce, is a classic in business expression. The instruction given is sound in psychology and might well be studied by writers of a more literary purpose."—*New York World*.

582 pp., cloth, gilt, \$2.50 postpaid.

Second Edition.

## Economic Geography

By John McFarlane, M.A.

*This work has been adopted by New York University, also by the Universities of California, Chicago and other leading educational institutions.*

640 pp., 20 maps, cloth, gilt, \$3.00.

ISAAC PITMAN & SONS

2 West 45th St.

New York

## THREE BOOKS WHICH EVERY LIBRARY SHOULD HAVE

### MEN WHO ARE MAKING THE WEST

By B. C. Forbes, Editor *Forbes Magazine*.

Here is a collection of biographical sketches of 14 men who have been prominent in building the financial and industrial west of to-day. An excellent reference book.

List Price \$2.00

### ORGANIZED BUSINESS KNOWLEDGE

By Joseph French Johnson, President of Alexander Hamilton Institute and Dean of the New York University School of Commerce, Accounts and Finance.

In this book the author has set down the things the business man, the executive, the student should know about business. Costs, interest rates, prices, formation of corporations, capitalization and so on are thoroughly discussed.

List Price \$2.00

### BUSINESS FUNDAMENTALS

By Roger W. Babson. This book contains a wealth of knowledge on the fundamentals of business. Mr. Babson tells how to forecast price changes for commodities, how to gauge the supply and demand for raw materials and for the product to be sold. How to know when money will be tight. How to select the best industries and cities to sell. How to cut costs of manufacturing, distribution, labor. A reference book for all who are interested in any phase of business.

List Price \$2.00

B. C. FORBES PUBLISHING COMPANY

120 Fifth Avenue

New York, N. Y.

## The Grocer's Primer

Edited by

J. FRANK GRIMES

of the

WM. W. THOMPSON COMPANY  
CHICAGO

\$4.12 per copy, postpaid

Outlines the Grimes System of  
Accounting for Wholesale Grocers.

Mail orders to

O. J. MOORE, Chairman

INTERNATIONAL WHOLESALE GROCERS  
EDUCATIONAL COMMITTEE

Sioux City

Iowa



# SCRIBNER'S LIBRARY DEPARTMENT

Supplies the

## BOOKS OF ALL PUBLISHERS

To Public, University, School and Club Libraries

## AT LIBERAL LIBRARY DISCOUNTS

Service, Personal and Painsstaking, Our Specialty  
Orders, Small and Large, Receive the Same Careful Attention

Charles Scribner's Sons, Fifth Ave. at 48th St., New York

# CHIVERS

NEW BOOKS bound by CHIVERS in his Native Tanned Niger Leather are very attractive and durable. This leather will not decay, and it binds the book in strong and supple fashion.

NEW BOOKS bound by CHIVERS in Holliston Buckram and in Reinforced Publishers' Covers also give good service.

In filling orders for New Books we deduct a very liberal discount from the published price of each book.

We have ready for distribution the list of "A Thousand of the Best Novels," compiled by Newark Free Public Library for distribution to librarians.

If you are not receiving regularly our lists of New Fiction, Juvenile Books, and Reprint Editions, please notify us.

We will be glad to send copies of our new schedule of prices for Re-binding Books and Magazines.

**CHIVERS BOOK BINDING COMPANY, Incorporated**

911-913 ATLANTIC AVENUE

BROOKLYN, N. Y.

### The Essentials of the Fire Insurance Business

By Edward A. Ketcham & Murray Ketcham-Kirk  
A COMPLETE EDUCATION IN FIRE INSURANCE

This work covers the whole field, home-office, departmental, agency, in eleven chapters:

- Chapter I.—Primary Elements of Insurance, Common Terms and Principles.
- Chapter II.—Early History of Insurance.
- Chapter III.—Fire Insurance in the United States.
- Chapter IV.—Federal Supervision of Insurance.
- Chapter V.—The Inner Office Work of an Insurance Company.
- Chapter VI.—Fire Insurance Accounting.
- Chapter VII.—Supervision and Executive Work.
- Chapter VIII.—The Agent and His Work.
- Chapter IX.—Building Materials and Construction.
- Chapter X.—Hazards and Prevention.
- Chapter XI.—Measurements of Fire Hazards.

"We consider it the best work yet written on the essentials of our business." George G. Bulkley, Vice-Pres. Springfield Fire and Marine Insurance Company, Springfield, Mass.

"A lasting contribution to insurance underwriting in America." L. G. Purmort, Sec. Central Manufacturers Ins. Co., Van Wert, O.

400 pages bound in black or brown cloth, single copies \$4.50.

Send your order to—

MURRAY KETCHAM-KIRK, Springfield, S. D.

## Theatre Arts Monthly

*An Illustrated Journal of the Newer Theatre*

An authoritative publication picturing completely by text and illustration the progress of every phase of the modern theatre from the viewpoints of the playwright, actor, producer, architect, scene designer and audience.

50 cents a copy

\$4.00 a year

The Editors

EDITH J. R. ISAACS

STARK YOUNG

KENNETH MACGOWAN

Also publishers of the following books:

Pichel "On Building a Theatre" ..... \$1.50

The Peterborough Anthology ..... 2.00

A Project for a Theatrical Presentation of the  
*Divine Comedy* by Norman-Bel Geddes ..... 5.00

**THEATRE ARTS, INC.**

7 East 42nd St

New York City

We can again bind library books and magazines in

## IMPERIAL MOROCCO CLOTH

manufactured by The Winterbottom Cloth Company, Manchester, England.

Samples of this cloth sent on application.

### THE NATIONAL LIBRARY BINDERY COMPANY

728 Myrick Bldg.  
Springfield, Mass.

1965 E. 66th St.  
Cleveland, Ohio

127 W. Peachtree St.  
Atlanta, Ga.

Rebinding with Art Buckram is  
**ECONOMICAL**  
because it resists hard usage

Send for sample and TEST it!

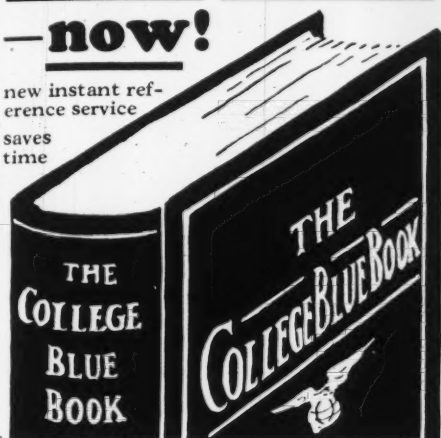
**Interlaken Book Cloth**

*The standard since 1883*

INTERLAKEN MILLS, PROVIDENCE, R. I.—NEW YORK OFFICE, 18 THOMAS STREET  
AGENTS IN ALL THE PRINCIPAL CITIES

## Easily Found —now!

new instant reference service  
saves  
time



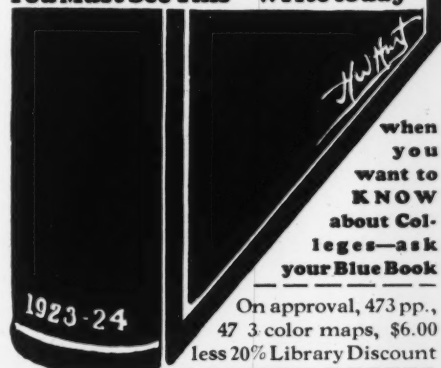
### Non-Advertising Scientific Handbooks of Standards, Procedure, and Ratings

College Standards	Educational Atlas
Ratings	3 color maps by states
Entrance	Universities of the World
Fees and Resources	The Departments of 300, in 59 countries
Scope	

#### Comment

"Long needed"—*Time*—New York City  
 "Usefulness is obvious"—*Chicago Post*  
 "Can easily become invaluable"—Newark  
*Free Library*  
 "Useful as a dictionary"—*Lumber World Review*

**You Must See This—write today**



On approval, 473 pp.,  
 47 3 color maps, \$6.00  
 less 20% Library Discount

**1612 Chicago Temple, Chicago**

## JUST OUT

A complete, authentic and illustrated biographical cyclopaedia of American Women in eight volumes.

The underlying object of this cyclopaedia is the placing in permanent historical form the many contributions made by women of the present and past generations to this country's greatness, as well as histories of institutions and business organizations founded and maintained by them.

It is the first comprehensive work ever published devoted exclusively to the activities and achievements of the women of America and gives to Libraries adequate and authentic biographical material which up to now has been materially lacking.

### The Biographical Cyclopaedia of American Women

The  
Halvard  
Publishing  
Co., Inc.,

516-5th Ave.  
New York City.

Please send me —  
 copies of Volume 1  
 of The Biographical  
 Cyclopaedia of American  
 Women for which we

enclose (check or  
 payable on delivery  
 — copies bound in half-leather  
 @ \$20

— copies bound in buckram @ \$15  
 — copies, unillustrated Library  
 Edition @ \$5.

Signed .....

Street .....

City .....

State .....

Make checks payable to The Halvard  
 Publishing Co.

### \$425 will take you on a 30-day Tour to Europe

To ancient cities, famous museums and places where history was made. 30 days of delightful travel under experienced and competent guidance. This sum includes traveling, living and sightseeing expenses.

On a Gates Tour you have all the advantages of a private tour combined with the benefits of over 30 years of travel experience. Let us send you our booklet **GB-2, Other Gates Tours** from \$425 to \$1100 ranging from 30 to 80 days are described in our booklet. Sailings from May to September.

**GATES TOURS—Founded 1892**

"World Travel at Moderate Cost"

225 Fifth Avenue, New York

London

Paris

Rome

## LIBRARIANS WANTED

For city schools, colleges and universities all over the country and some abroad. Must have some college work. Free enrollment, Professional service.

### THE WESTERN REFERENCE AND BOND ASSOCIATION

421 Gates Bldg.,

Kansas City, Mo.

## POETRY

**GLIMPSES—First National Anthology of  
Secondary School Verse, 1923**

\$1.05 per copy 21 states—52 pupils—50 pages

**THE GLEAM—A Poetry Magazine for  
Schools**

\$1 per year Modern and Standard Poetry  
edited for classroom use.  
Student Verse.

**PAUL S. NICKERSON, Editor**  
Middleboro Massachusetts

## RETIRED BUSINESS MAN

of wide culture and with literary tastes, now abroad, desires upon his return some work in or near Philadelphia, to occupy his time, engage his interest and return moderate compensation. About 60 years of age and active. Would be glad to consider position as librarian or any special work on reviews, manuscript reading, etc. Please reply to **LEWIS N. LUKENS, 132 S. 4th St., Philadelphia, Pa.**

HAVE YOU TRIED

## THE DURA BINDING?

THE STRONGEST, HENCE THE CHEAPEST

*We Make a Specialty*  
OF

## LIBRARY BINDING

THE DURA BINDING CO.

40 Shawmut Ave., Marlboro, Mass.

Established 1893

"wish all your subscription troubles on us"

## "FAXON SERVICE"

IN MAGAZINE SUBSCRIPTIONS

*The only agency supplying back numbers.*

THE F. W. FAXON CO.

BOSTON, 1

## LIBRARIANS!

If looking for positions enroll with us and your application will receive prompt attention. GOOD POSITIONS in all branches of Library work. If you need ASSISTANTS save time and labor by writing for our free aid.

**AMERICAN LIBRARIANS' AGENCY**

Windsor, Connecticut

## PROMPT LIBRARY SERVICE

Save time and expense by ordering your books of us. You can secure all books, RESEWED or not, from one reliable House—those that need it, resealed; others, in publishers' bindings.

**WE SUPPLY ALL BOOKS OF ALL PUBLISHERS**

CATALOGS FREE UPON REQUEST. Our new Fiction and Non-Fiction Catalogs now ready, give a summary of the best new books for Winter and Spring, 1924.

**LIBRARY BOOK HOUSE, 17 Besse Place, Springfield, Mass.**



## Bindings

### FOR LIBRARIES

*—made to wear. All hand work; no machine sewing; in buckram or three-quarter cloth at remarkably low prices. All work done in our apprentice school under the direction of*

MR. ALFRED DE SAUTY

*The finest extra work both in gold tooling and inlay work; carved and modeled leather.*

**R. R. Donnelley & Sons Co.**

731 PLYMOUTH COURT, CHICAGO

## ENGLISH BOOKS ON EVERY CONCEIVABLE SUBJECT

Foyles holds an enormous stock of Books—secondhand, new and as-new—published in Great Britain, including out-of-print books, rare books, first editions and sets of authors.

Library Desiderata a specialty.

Good Discounts allowed to Libraries.

Twenty-one Departmental Catalogues are issued. Any Catalogue will be sent gratis and post free in response to a request mentioning requirements or interests.

### BOOKS SENT ON APPROVAL

Foyles will be happy to include your Library on their mailing list.

They will, if desired, send a Monthly List of the Latest British Publications.

They will be pleased to receive lists of books for which you are searching.

Search made for out-of-print books free of charge.

**W. & G. FOYLE, Ltd.**

LIBRARY SPECIALISTS

121-125, Charing Cross Road, London, Eng.

Cables: Foylibra, Westcent, London

## QUALITY———SERVICE

Serviceable, attractive, library binding, made by Wagenvoord & Co., has established its claim to superiority and low ultimate cost.

*Wagenvoord & Co.*

**Library Bookbinders**

"Samples bound free"

::

::

::

**Lansing, Mich.**

"Our binding outwears the book"

## WE SPECIALIZE IN LIBRARY BINDING ONLY

WM. H. RADEMAEKERS,  
President

WM. H. RADEMAEKERS, JR.,  
Secretary and Treasurer

**WM. H. RADEMAEKERS & SON CO.**

Corner of Chester Ave. and Oraton St., Newark, N. J.

Newark, New Jersey, Library Binders

All our work is under our own supervision. Our 36 years' experience enables us to give the best workmanship; service and quick delivery at the most moderate prices.

Send for latest Price List.

Let us bind two vols., Fiction Size, as samples of our work.

All books are insured against loss while in our bindery.

## Check Your List for These Useful PRENTICE-HALL BOOKS on BUSINESS

- |   |  |
|---|--|
| <p><input type="checkbox"/> <b>PRINCIPLES OF BUSINESS</b><br/>by DR. C. W. GERSTENBERG of New York University.<br/>Covers every department and function of business in a single compact volume.<br/>821 pp., 5x7½ inches, flexible binding, \$5.00</p> <p><input type="checkbox"/> <b>FINANCIAL ORGANIZATION AND MANAGEMENT</b><br/>by the author of "Principles of Business."<br/>Presents the entire subject of the financial organization and financial management of a business, from its promotion to reorganization.<br/>(Now in Press).....\$5.00</p> <p><input type="checkbox"/> <b>MARKETING METHODS AND POLICIES</b><br/>by DR. P. D. CONVERSE of the University of Pittsburgh.<br/>Surveys the entire field of marketing, wholesale and retail channels of distribution, etc.<br/>650 pp., 5x7½ inches, flexible binding, \$4.00</p> <p><input type="checkbox"/> <b>EXPORTING TO THE WORLD</b><br/>by A. A. PRECIADO, Formerly Director of the U. S. Committee on Public Information in the Republic of Chile.<br/>A manual of practical export information, fully explaining the technique and procedure of the export trade.<br/>430 pp., 6x9 inches, flexible binding..\$5.00</p> <p><input type="checkbox"/> <b>INVESTMENTS</b><br/>by DAVID F. JORDAN of New York University.<br/>Covers the entire field of investments in a clear, non-technical manner. Recognized as the leading book on the subject.<br/>424 pp., 5x7½ inches, flexible binding, \$4.00</p> <p><input type="checkbox"/> <b>INSURANCE</b><br/>by ROBERT RIEGEL and A. J. LOMAN of the University of Pennsylvania.<br/>Accident, health, life, fire, automobile, marine, title, credit, liability and compensation insurance are all treated in this complete book.<br/>450 pp., 6x9 inches, flexible binding..\$6.00</p> <p><input type="checkbox"/> <b>REAL ESTATE—PRINCIPLES AND PRACTICE</b><br/>by P. A. BENSON and N. L. NORTH, JR.<br/>This is the book OFFICIALLY ENDORSED by the National Association of Real Estate Boards. Includes practically every form used in realty work.<br/>300 pp., 6x9 inches, flexible binding..\$5.00</p> | <p><input type="checkbox"/> <b>BUSINESS FORECASTING</b><br/>by the author of "Investments."<br/>Explains the entire basis of forecasting and shows by actual examples how it is applied.<br/>500 pp., 6x9 inches, flexible binding, \$5.00</p> <p><input type="checkbox"/> <b>CHARTS AND GRAPHS</b><br/>by KARL G. KARSTEN, prominent Consulting Statistician. Describes and illustrates every type of chart and diagram. Contains 498 illustrations.<br/>724 pp., 6x9 inches, flexible binding..\$6.00</p> <p><input type="checkbox"/> <b>CREDITS AND COLLECTIONS</b><br/>by R. P. ETTINGER of New York University and D. E. GOLIEB, Treasurer of the Einstein-Wolff Co.<br/>The standard book on the subject. Adopted by the National Association of Credit Men.<br/>400 pp., 5x7½ inches, flexible binding, \$4.00</p> <p><input type="checkbox"/> <b>DEVELOPING SALES PERSONALITY</b><br/>by ELMER E. FERRIS of New York University.<br/>Analyzes the basic elements of Sales Personality and provides practical programs for developing them.<br/>110 pp., 5x7½ inches, flexible binding, \$1.50</p> <p><input type="checkbox"/> <b>PERSONAL POWER IN BUSINESS</b><br/>by the author of "Principles of Business."<br/>Explains the philosophy of successful business thinking and emphasizes the necessity of preparing for achievement mentally as well as physically.<br/>102 pp., 5x7½ inches, flexible binding, \$1.50</p> <p><input type="checkbox"/> <b>MATERIALS OF BANKING</b><br/>by J. D. MAGEE of New York University.<br/>A complete library on banking in one volume. Presents the best thought on all departments of banking and treats each one thoroughly.<br/>750 pp., 6x9 inches, flexible binding..\$5.00</p> <p><input type="checkbox"/> <b>PURCHASING</b><br/>by J. C. DINSMORE, Purchasing Agent of the University of Chicago.<br/>An up-to-date book dealing with the purchasing departments of business organizations from small concerns to large public utilities.<br/>295 pp., 6x9 inches, flexible binding..\$4.00</p> <p><input type="checkbox"/> <b>CONSOLIDATED STATEMENTS</b><br/>by H. A. FINNEY, C. P. A., of Northwestern University.<br/>Provides the accountant, lawyer or business man with a working knowledge of consolidated working papers.<br/>220 pp., 6x9 inches, flexible binding..\$4.00</p> |
|---|--|

—WRITE FOR COMPLETE LIST—

**PRENTICE-HALL, Inc., 70 Fifth Ave., NEW YORK CITY**

